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ABSTRACT

Developed by the Task Force on Public Library and Library System Standards and Guidelines, these general standards are designed to give local planners a useful tool with which to assess their own unique programs of service and establish direction for future development. A section on planning and the public library considers (1) imperatives for planning, including the planning sequence, the planning process, and level of planning effort, and (2) options for establishing new library services, including considering alternatives and establishing a new library. Beginning with a discussion of how to use the standards, this section on standards includes six chapters on governance, administration, and funding; staffing; collections; services; public relations; and access and facilities. Standards are presented as simple statements in the form of checklists designed to encourage libraries to copy and use them separately. In addition, discussions on role selection describe how a given role can affect the standards found in the checklist and how a library might want to fine tune the evaluation of its services based on the role(s) it plays. A listing of task force members is provided, and four appendices include public library role descriptions, percentile measures for library services, an 81-item bibliography, and Chapter 43 of the Wisconsin Statutes. (KM)

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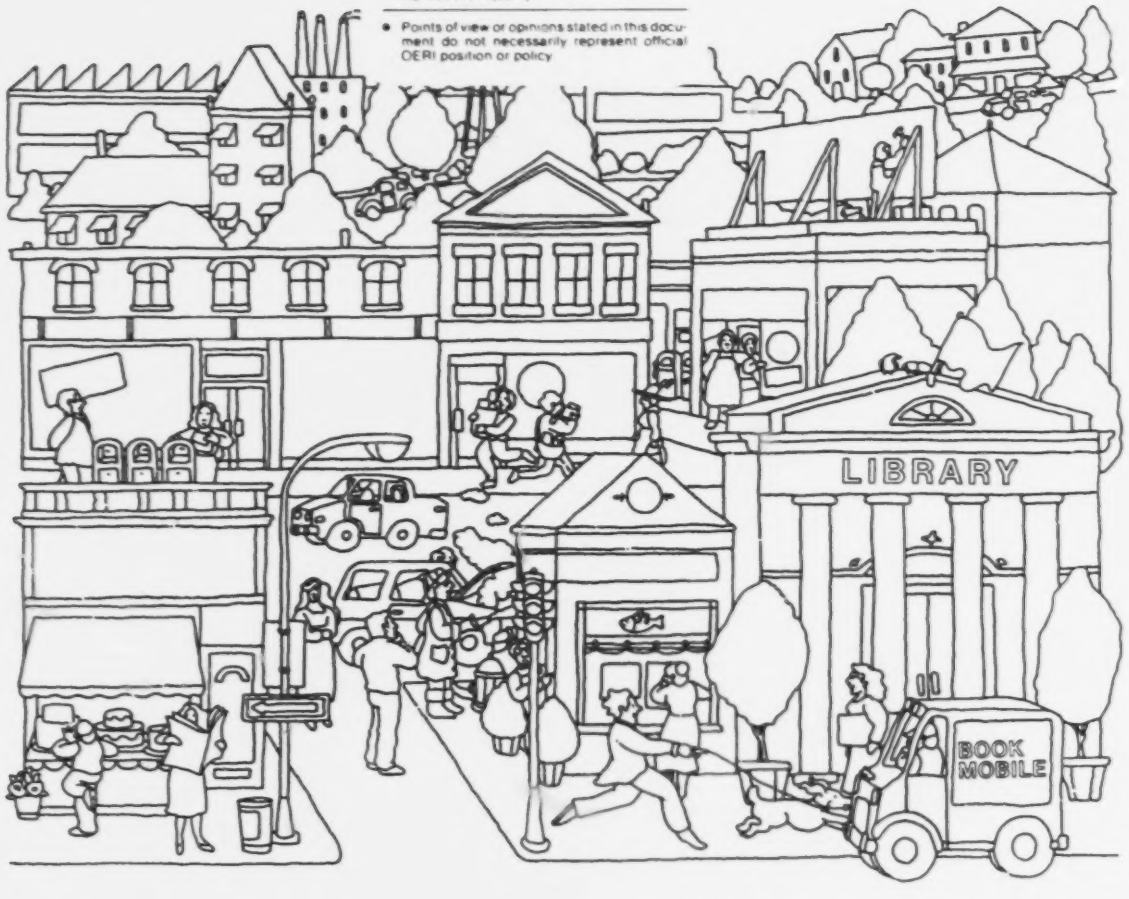

Wisconsin Public Library Standards

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Wisconsin Public Library Standards

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The Wisconsin Library Trustees Association

Herbert J. Grover, State Superintendent
Wisconsin Department of Public Instruction

Developed by the Division for Library Services

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Preface

To Wisconsin Public Libraries:

It is most appropriate that this year, proclaimed by the U.S. Congress as the "Year of the Reader," the Department of Public Instruction has updated and revised its standards for public libraries in Wisconsin.

These new standards, replacing those last published in 1974, are a departure from any previous public library standards issued by this department. For by adapting some of the work of the Public Library Association's Public Library Development Program, we have been able to incorporate the very latest developments in public library planning into our standards. As a result, there is an increased commitment to local-level planning and evaluation. While the standards reflect the needs and conditions that exist in our state today, they also will help our public libraries develop plans that will make them responsive to their users' needs into the twenty-first century.

Thank you's go to the task force for their outstanding job in developing this document. Special thanks go to Debra Johnson, task force chairperson, and Anders Dahlgren, who served as department liaison; their efforts contributed greatly to the overall quality of this document. We hope that by implementing these new standards and continuing to improve public library services to Wisconsin residents, the quality and value of those services will be recognized and appreciated.

Herbert J. Grover
State Superintendent

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Introduction

Since 1974, when the Division for Library Services published its most recent standards for public libraries (*Wisconsin Public Library System Standards)*, the library scene has changed significantly. Nationally, there has been a shift away from prescriptive standards, characterized by the American Library Association's (ALA) *Interim Standards for Small Public Libraries* (ALA, 1962) and its predecessors and, to a lesser extent, by *Public Library System Standards, 1966* (ALA, 1967).

Planners in the Public Library Association (PLA) recognized that individual communities have differing service needs and differing capabilities to support library services. Given such differences, it was impractical at best to propose a single, uniform prescriptive standard for all libraries. To meet these varying local requirements and capabilities, a new planning tool was needed. *A Planning Process for Public Libraries* (ALA, 1980) described a uniform method, which local library planners could use to develop a plan of service based on local needs.

Planners in PLA also recognized that traditional measures of library service—collection size, circulation, operating budget, and others—don't tell the whole story of how well a library is serving its community. *Output Measures for Public Libraries* (ALA, 1982) was developed to supplement traditional measures of service to indicate how a community is using the resources provided by its library.

In Wisconsin, public libraries have coped with changing economic conditions. A mobile population and improved access to libraries across jurisdictional lines challenged libraries to broaden the definition of their service populations. Libraries found it increasingly difficult to supply from their own resources all the information, materials, and services necessary to meet their users' needs. Libraries explored new opportunities for resource sharing through telecommunications and the development of electronic databases.

Library systems, which had only recently been authorized at the time the latest Wisconsin standards were published, continued to develop. Their programs became an accepted part of the broad scope of services offered by most libraries. As of January 1987, every public library in the state was a member of a public library system.

County library funding continued to provide services to and access for those in the state who resided outside the boundaries of established public libraries. County support for library services is required as a condition of system participation for county residents.

Given this context of change, State Superintendent of Public Instruction Herbert J. Grover convened a Task Force on Public Library and Library System Standards and Guidelines. Under Sec. 43.05 (6), Wis. Stats., the Division for Library Services is authorized to "recommend and distribute . . . standards for public libraries." The task force was charged with reviewing existing standards and recommending new standards.

Task force members were named in January 1986 and met throughout 1986 and into early 1987. A draft document was distributed to the library community in November 1986, and hearings were held later in December. Endorsement was sought and received from the Council on Library and Network Development (COUNCIL AND), and the executive boards of the Wisconsin Library Association (WLA), the Wisconsin Association of Public

Librarians (WAPL), and the Wisconsin Library Trustees Association (WLTA). Following final revisions, the new standards were published in the spring of 1987.

In a departure from the previous standards, the task force decided to focus on standards for individual public libraries. Specific service requirements for public library systems are described in Sec. 43.24 (2), Wis. Stats., and in the System Information Bulletins, issued by the Division for Library Services (DLS). However, it is assumed that all public libraries participate in a public library system, have access to the resources of the other libraries in the system area, and fulfill the responsibilities of system membership outlined in Sec. 43.15 (4), Wis. Stats., and the participation agreement with their respective systems.

The task force agreed that it is the public library's function to serve the total community, which *The Public Library Mission Statement* (ALA, 1979) defines as "not only the traditional library users, but everyone, rich and poor, educated and illiterate, majority and minority, young and old, disabled and non-disabled, eager and apathetic."

Every resident in the state should have access to the human record appropriate to his or her own level of concern. The local public library is responsible for providing and coordinating this access for its service population. In practical terms, access is made more complex by our mobile and interdependent society. A mobile population and improved access to libraries across jurisdictional lines prevents a public library from considering its local constituency as its sole responsibility. No library can supply from its own resources all information, materials, and services necessary to meet the needs of its clientele. System participation and cooperation among libraries of all types are essential elements of access.

The task force sought to incorporate the latest developments in planning recommended by ALA and PLA, so it kept itself informed of the work related to PLA's Public Library Development Program, which included revisions of *A Planning Process* and *Output Measures*.

The concept of roles is an important new element in PLA's recommended planning environment. Library roles are an extension of a basic premise of *A Planning Process*—that different communities have different service needs. A library's goals and the criteria used to measure that library's success are conditioned by the role or roles the library plays in its community.

Based on work originally suggested by Lowell Martin, PLA's Public Library Development Project developed eight representative roles for a public library. Each sample role identifies benefits to the community and critical resources needed to fulfill the role. This work on sample roles has been incorporated into this document.

The task force also sought to strike a balance between measures of effective library service that are determined locally to respond to unique local conditions and measures assessed at the state level to apply to all communities. In the end, the task force chose to develop a few essential quantitative recommendations.

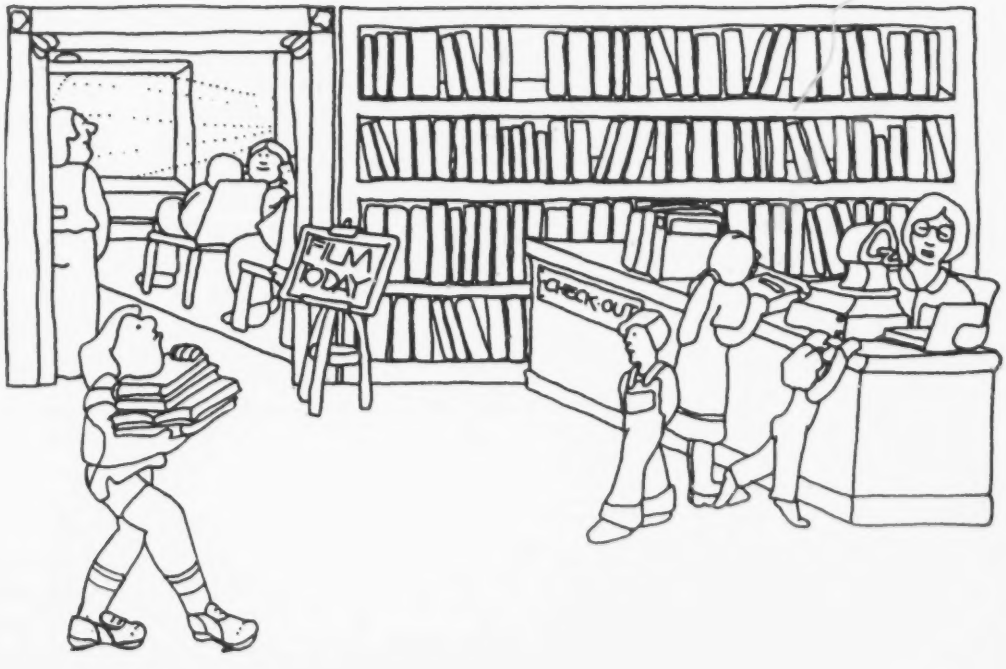
Admittedly, the establishment of statewide recommendations for library holdings or staffing as well as other areas may run counter to the notion fostered by PLA's *Planning Process* that service goals should be set locally. It may have been more useful to associate some quantitative measures with the role(s) an individual library may elect to play in its community, but sufficient data has not yet been gathered to present any role-based measures here.

In the meantime, some more general quantitative guidelines are provided. A library that meets these minimums is encouraged to engage in a planning process to determine the level of service appropriate to meet its community needs. To supplement these standards and facilitate local planning, the Division for Library Services is improving its data-gathering and dissemination capabilities.

These standards are general because the evaluation of specific services depends on local conditions and the role of the library within the community. A goal of the task force was to give local planners a useful tool with which to assess their own unique programs of service and establish direction for future development.

Planning and the Public Library

Chapter 1: Imperatives for Planning
Chapter 2: Options for Establishing New Library Service



Chapter 1
Imperatives for Planning

A library that plans for the future has the benefit of knowing where it is going and how it intends to get there. While no plan allows for every eventuality, the ability to allocate staff and develop a budget based on a written plan means that when changes occur, the library has a document to use for effective decision making.

Planning is not a static effort; it is ongoing. Even as a library carries out its plan of service, conditions change within the library, the profession, and the community. Planning has been defined as "a series of successive approximations to a moving target."[1] The "moving target" is actually the library's goals; these targets continue to move while the library works to carry out its plan. Any library plan is only a "snapshot" of the community and the library's response to that community. As the community changes, the library's plan needs to change along with it.

The necessity of planning for effective library service is the premise of two key ALA publications: the 1980 *A Planning Process for Public Libraries* and the 1987 *Planning and Role Setting for Public Libraries: A Manual of Options and Procedures*. Planning requires a critical, ongoing look at the current status of library service compared to where the library would like to be in the future. Essentially, planning for library services at the local level has become a standard for excellence in public libraries.

The standards following in Chapters 4 through 9 recommend minimum levels of effort in many areas. Still, Wisconsin libraries can benefit even more from the application of PLA's planning models. This involves a careful examination of their communities' needs and the development of a plan to meet those needs. A local plan for library service offers the best means for evaluating where a library is and for setting targets for future development. A written plan also provides benchmarks for evaluating the progress and accomplishments of the library.

Planning Sequence

The planning process, briefly outlined below, may be viewed as two planning efforts. The first phase—assessing the community, determining the library's roles, writing a mission statement, and developing goals and objectives—provides the library a written plan focused on the "ends" desired. It describes where the library wants to be. The community as well as the library staff are involved in this planning phase.

The second phase—the selection of appropriate activities and action steps—provides the library with an action plan focused on the "means" needed to carry out the first segment of the plan. This will describe the strategies for how the library will carry out its objectives; it is essentially an internal product involving primarily the library staff.

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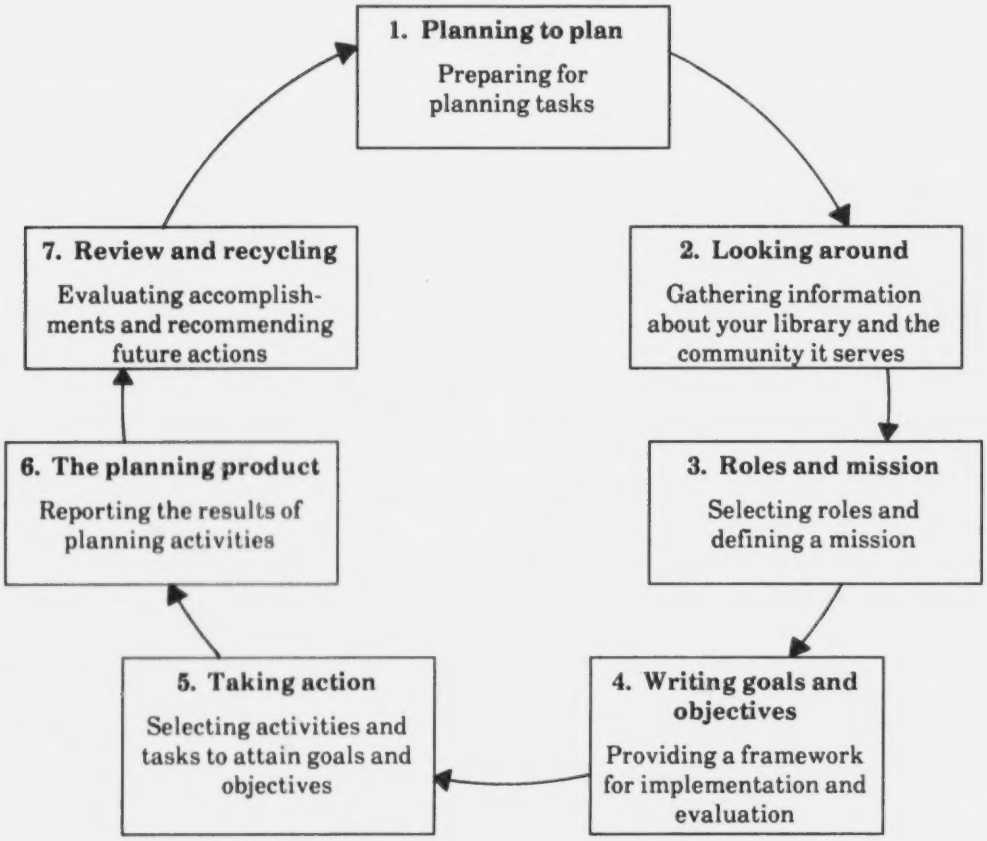
1. Jane Robbins-Carter and Douglas L. Zweizig, "Are We There Yet? Evaluating Library Collections, Reference Services, Programs, and Personnel," *American Libraries*, 16(9), (October, 1985): 624.

The Planning Process

The planning process outlined in the 1987 PLA document parallels the 1980 PLA process. Essentially, the process remains similar, but the 1987 manual has an increased emphasis on reviewing the library's role in the community. The discussion below follows the 1987 process.

The Planning Process


1. Planning to plan
Preparing for planning tasks
2. Looking around
Gathering information about your library and the community it serves
3. Roles and mission
Selecting roles and defining a mission
4. Writing goals and objectives
Providing a framework for implementation and evaluation
5. Taking action
Selecting activities and tasks to attain goals and objectives
6. The planning product
Reporting the results of planning activities
7. Review and recycling
Evaluating accomplishments and recommending future actions

Prior to starting the process, there is a need to plan for planning. In order to plan, the library environment needs to be receptive to change and the library staff needs to understand the assumptions underlying planning. Library staff must recognize that planning is risk-taking, since it addresses basic questions about the roles and services of the library. A planning committee will be organized.

The "looking around" step emphasizes the need for objective answers about the library and its community. These answers provide the firm foundation needed for planning improvements in library service. During this step of the process, the library collects and reviews information about the library and its community. Gathering information on the library helps planners understand how well the library is doing; gathering information on the community helps the library understand what library services are needed.

Traditionally, public libraries have seen themselves as providers of all things to all people as an informational, educational, and recreational institution. The 1987 planning manual expands these three functions into eight distinct roles or service profiles that public libraries may carry out in their communities (more complete descriptions of these sample roles are found in Appendix A).

- *Community Activities Center*. The library is a central focus point for community activities, meetings, and services.
- *Community Information Center*. The library is a clearinghouse for current information on community organizations, issues, and services.
- *Formal Education Support Center*. The library assists students of all ages in meeting educational objectives established during their formal courses of study.
- *Independent Learning Center*. The library supports individuals of all ages pursuing a sustained program of learning independent of any educational provider.
- *Popular Materials Center*. The library features current, high-demand, high-interest materials in a variety of formats for persons of all ages.
- *Preschoolers' Door to Learning*. The library encourages young children to develop an interest in reading and learning through services for children, and for parents and children together.
- *Reference Library*. The library actively provides timely, accurate, and useful information for community residents.
- *Research Center*. The library assists scholars and researchers to conduct in-depth studies, investigate specific areas of knowledge, and create new knowledge.[2]

These roles allow the library to specify the possible roles it fulfills in its community. Every library varies in its ability and need to carry out all eight roles; it is critical to determine which roles the library will emphasize. This decision is based on information about the community, as well as library conditions such as size of budget, facilities, and so forth. Selecting and prioritizing library roles precedes and then contributes to the writing of the library's mission statement, which aids the library in communicating its service priorities to the community.

For example, many public libraries may choose to emphasize the role of Popular Materials Center. Some of those may also choose to emphasize the role of Community Activities Center, while others may choose to emphasize the role of Independent Learning Center. A system resource library in its capacity as a referral center in the statewide network may also emphasize the Reference Library role. A library that acts as a statewide resource provider may emphasize the Research Library role, given the scope of the collections and services that would be necessary to support libraries across the state.

With the exception of the Preschoolers' Door to Learning, these roles are not intended to be age-specific. A library emphasizing the Popular Materials Center may fulfill that role for children as well as adults. Likewise, a library serving as a Formal Education Support Center may work with adults as well as school children.

Following the selection of roles and writing of the mission statement, a library planning group sets the service priorities. These are translated into written goals and objectives, which describe the "ends" or "targets" desired by the library, thus indicating a direction toward which the library should move. The library's objectives will be measurable or verifiable and are time-specific, and they provide the basis for evaluating the library's progress. To aid libraries in setting measurable targets, *Output Measures for Public Libraries* (1982) as well as the second edition (1987) present key measures of library service.

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2. Charles R. McClure, et al., *Planning and Role Setting for Public Libraries: A Manual of Options and Procedures*. Chicago: ALA, 1987.

Implementing the plan developed by the library's planning committee requires designing activities and detailing the strategies to carry out the activities. Activities incorporating a series of action steps or strategies should help accomplish one or more objectives. Writing the planning document is one visible result of the planning process. Dissemination of the library's plan includes presentations to public officials and at promotional activities.

Review and recycling completes the first planning cycle. Review includes assessing the process used in developing the plan (including the costs), the impact of the planning process on service and staff, and the community's response to the plan. Second, the plan itself is evaluated. Questions raised may include, Was the plan useful? Were the critical resources chosen appropriate? Revising the plan and the process are the end result of this step.

Finally, and perhaps the most critical, this step includes evaluating the degree to which the activities and action steps accomplish the library's objectives. At this stage, the library begins to see the payoff from the planning process—better library service. Several reviews may be conducted prior to a completely new planning cycle, which may occur every five to six years.

The final written planning document is not the only product of the planning process. It is the *process* itself that also changes the library. Involving community residents and library staff in the planning effort helps to assure an interest in carrying out the established goals. Lines of communication opened during the process can remain effective channels of communication for future community-based planning.

Level of Planning Effort

Differences in communities and libraries will—and should—be reflected in the final planning document. These differences also affect the level of effort that libraries undertake in the planning process. Recognition of these varying levels is reflected throughout *Planning and Role Setting for Public Libraries*, which suggests basic, moderate, and extensive levels of effort in each step.

A library that is involved in planning does not necessarily use the same level of effort across all planning steps. For example, in a given year Library A may choose an extensive level of effort in selecting roles and writing goals and objectives and a basic level of effort in assessing community needs. The next year, Library A may decide to place the emphasis on community study and lower its effort level on writing goals and objectives. Library B may prefer to put its highest level of effort in studying the library and the community and a lower level of effort in implementing evaluation strategies. Simply stated, a library does not necessarily maintain the same level of effort in all of the planning steps in each planning cycle.

Likewise, a library may enter the planning process at different stages. For example, a library may choose to start at the "taking action" step, basing its work on a simplified set of library goals and objectives. Another library may begin the sequence by selecting roles and writing a mission statement. No matter at what stage a library begins the planning process, the assumption is that the planning cycle will eventually be completed, even though the starting point varied.

This flexibility in level of effort and entry point into the cycle allows individual libraries to set their own paces for the planning process. The planning process incorporates this flexibility with the hope that all public libraries can plan for improved library services which are appropriate for the communities they serve.

Chapter 2
Options for Establishing New Library Service

In Wisconsin, primary responsibility for delivering public library service is shared by those municipalities that have established a public library and by counties. An individual public library serves the residents of the municipality or municipalities that established it. The county is responsible for providing service to those residents who live outside of municipalities with established libraries. Counties may provide service directly (through a county library service or a consolidated county library) or indirectly (through contracts with existing municipal libraries or public library systems).

The delivery of library service to residents who live outside of existing municipal library service areas can be challenging. The great distances and sparse populations in rural areas can make cost-effective service difficult. Local, county, and system planners are encouraged to evaluate all options for improving the availability and delivery of library service to areas that are inadequately served.

In establishing new public library service, a community assumes a long-term commitment to adequately fund and support that service. Uppermost in the consideration of a new library service are these questions, Are there alternatives which will provide better library and information service to the residents of the community? Would establishing a new public library result in better library and information service to the residents of the community?

Considering Alternatives

Two broad strategies exist for expanding or improving library service: providing alternate delivery methods and/or establishing a new public library. Alternate types of service include but are not limited to improved library service available through existing library organizations, books by mail, contracts for bookmobile service, service as a branch or outlet of another library organization, and establishment of a joint library with an adjacent municipality.

The following process is recommended for considering alternatives for improving library services to areas that are inadequately served.

1. The governing body of the municipality that seeks improved library service establishes a library planning committee that represents a broad range of interests from the community, including designated representatives from the local governing body and the school district.
2. The library planning committee seeks technical assistance from the public library system in whose territory the library would be located.
3. With the advice of the system, the library planning committee surveys the library and information needs of the community.
4. The library planning committee reviews the current library services available to the community.
5. The library planning committee explores all available alternatives for providing public library service.

6. The library planning committee determines the most effective option for extending library service to the municipality.

Establishing a New Library

The formation of a new municipal library may seem to be a valid solution to the problem of providing access to areas inadequately served if there are sufficient resources in a given area to deliver adequate and cost-effective service to the smaller community.

Establishing a new public library should not be undertaken without serious planning and review. Chapter 43, Wis. Stats., enables municipalities to establish public libraries and to levy a tax or appropriate money to be used exclusively to maintain them. Wisconsin public libraries can only be established, maintained, and governed according to the provisions of Chapter 43, Wis. Stats.

If the process described above for a review of alternatives suggests that a new library should be formed, the following process for establishing a new public library is recommended.

1. The library planning committee reviews the standards for library service contained in this document.
2. The library planning committee develops a specific proposal or plan which includes a detailed budget for library costs while meeting the standards contained in this document.
3. The library planning committee requests that the Division for Library Services review the proposal or plan to determine if it is feasible and desirable to establish a new public library.
4. The governing body approves the plan and adopts a resolution formally establishing the library in accordance with Chapter 43, Wis. Stats.
5. The governing body appropriates monies sufficient to fund the library in accordance with the plan.
6. The governing body appoints a library board in accordance with Chapter 43, Wis. Stats.
7. The library joins the public library system in whose territory it is located.
8. The library board hires a properly certified librarian.
9. The library board notifies the Division for Library Services of the library's establishment.

Standards for Wisconsin Public Libraries

Chapter 3: How to Use the Standards
Chapter 4: Governance, Administration, and Funding
Chapter 5: Staffing
Chapter 6: Collection
Chapter 7: Services
Chapter 8: Public Relations
Chapter 9: Access and Facilities

Chapter 3
How to Use the Standards

The standards offer a starting point that library boards and library directors can use to direct local long-range planning efforts. Specific standards are recommended in the areas of governance, administration, and funding; staffing; collections; services; public relations; and access and facilities. In meeting these standards, a library establishes a baseline from which it can strive for excellence.

Actually, three levels of use exist for the standards—that is, they may be applied in three different ways.

At the simplest level, a library can focus its attention on the checklists provided in Chapters 4 through 9, noting whether or not it meets the recommended minimums. The standards are presented as simple statements; either a library meets the recommendations or it doesn't. The checklists are designed to encourage a library to copy and use them separately. It is expected that every library should strive to meet at least these basic recommendations. Those libraries that exceed the basic recommendations should develop service goals based on local needs.

At another level, a library can apply the standards in the context of the role(s) it has elected to serve in the community. Meeting all of the recommendations in the checklists does not necessarily mean that a library is providing appropriate levels of service to its community. A library may serve a special role in its community which requires an additional effort in certain areas (staffing levels or collection size, for example). Chapter 1 discussed PLA's effort to describe eight roles for the public library and how local libraries can use those roles to assess and develop local services. Starting with Chapter 5, each chapter of these standards includes a section called "Impact of Role Selection." This section describes how a given role can affect the standards found in the checklists and how a library might want to fine tune the evaluation of its services based on the role(s) it plays. Although the standards can be used without reference to these sections on the impact of role selection, the local planners' understanding of the library's performance is enhanced when placed in the context of the library's roles and mission.

At the third level, a library can apply the standards in the context of a broader, locally based planning process. This process is outlined in Chapter 1 and in PLA's *Planning and Role Setting for Public Libraries: A Manual of Options and Procedures* (ALA, 1987). By engaging in PLA's planning process, local planners can produce a plan of service designed to meet specific local needs. (Appendix C provides a bibliography of sources to help local planners evaluate library services in different areas.)

Source for Data

A few of the standards that follow provide quantitative recommendations for service; some of these may vary given a library's service population. The quantitative measures include:

- Staffing levels ..... Chapter 5
- Volumes held ..... Chapter 6
- Periodicals received ..... Chapter 6
- Reference completion rate ..... Chapter 7
- Document delivery ..... Chapter 7
- Hours open ..... Chapter 9

For each of these quantitative standards, a measure representing a minimum effort is recommended. These recommendations were drawn from 1985 data assembled for the task force and interpreted by its members.

For staffing levels, volumes held, periodicals received, and hours open, the measures have been drawn from the 1985 public library annual reports submitted to the Division for Library Services; the minimum effort is taken from the median (or 50th percentile) among libraries reporting in each population range.

Since reference completion rate and document delivery are not now reported to the Division for Library Services, the task force relied on other sources to develop quantitative recommendations in these measures. Recommendations were drawn from output-measures data reported voluntarily to PLA from libraries across the country and summarized in *Public Libraries*.[3] The median (or 50th percentile) among all libraries reporting to PLA was used as the basis for the measures cited in Chapter 7.

Appendix B provides a planning aid in the form of percentile charts summarizing current conditions in Wisconsin libraries. These will aid libraries that have met the minimums to develop service goals based on local needs. By using the charts, a library may discover that its collection is at the 50th percentile among libraries of its size, and then may set as its target expanding its collection to attain the 70th percentile.

As with any statistical comparison, it is important to note the possibility of inconsistent data-gathering efforts. Local conditions and reporting practices may affect one's ability to compare data reliably among libraries. *Output Measures*, 2nd edition (ALA, 1987), includes a helpful discussion of data gathering and some limitations of statistical comparisons.

Many of the measures found in the standards or in Appendix B are per-capita measures, and defining a library's service population is crucial to any such measure. This document uses the library's municipal population (or county population, in the case of a consolidated county library) reported in the 1985 *Wisconsin Library Service Record* as the base for calculating per-capita measures. The task force acknowledged it would be more accurate to base per-capita measures on the broader population that most libraries in Wisconsin serve in practice. Libraries do not report the population of that larger service area at the present time, however, so the task force used the best data available.

The task force intends that all of these measures—from volumes held to document delivery—be gathered annually from the libraries in the state. This data and other information assembled from the annual reports will be analyzed regularly and distributed in the *Wisconsin Library Service Record* as an addendum to these standards. Those measures for which current Wisconsin data has not been available also will be collected from the field in the future and reported in the *Wisconsin Library Service Record*. Local libraries will be able to interpret the data to set local goals more effectively.

Two goals that grew out of the process of establishing new standards for public libraries in Wisconsin are the creation of more uniform reporting practices and the devel-

3. Douglas Zweizig, "Any Number Can Play: The First National Report of Output Measures Data," *Public Libraries* 24(2), (Summer, 1985): 50-53. (Note the author's caveats regarding the comparability of the data presented.)

opment of more useful statistical analyses on a statewide basis. These efforts tie in with other data collection projects sponsored by PLA and Chief Officers of State Library Agencies (COSLA). With more uniform data collection and timely dissemination of the assembled data, local library planners will have more and better information on which to base their projections of the library service needs in their communities.

Chapter 4
Governance, Administration, and Funding

The governance, administration, and funding of public libraries in Wisconsin must reflect two realities.

First, Chapter 43, Wis. Stats. enables municipalities and counties to establish public libraries and to levy a tax or appropriate money to be used exclusively to maintain them. Second, the statutes further stipulate that Wisconsin public libraries "shall be administered by a library board appointed by the chief administrative officer of a community with the approval of the municipal governing body; the size, composition, terms of office, powers and duties of library boards are determined by statutes" (see Appendix D).

Governance

Libraries should meet the following standards when considering governance:

Yes	No		
☐	☐	1.	Residents have free access to tax-supported public library services.
☐	☐	2.	The library is established in accordance with Chapter 43, Wis. Stats.
☐	☐	3.	A legally appointed and constituted library board governs the operation of the library.
☐	☐	4.	The library board has exclusive control of the expenditure of all monies collected, donated, or appropriated for the library fund.
☐	☐	5.	The library provides support for the continuing education of its trustees (that is, pays for workshop registration or library association dues).
☐	☐	6.	The library board hires the library director and delegates active management of the library to the library director.
☐	☐	7.	The library board follows statutory requirements as to fiscal year, audits, budgeting process, and annual and other reports to the municipal governing authority and the Division for Library Services.
☐	☐	8.	The library board has written bylaws which outline its purpose and operational procedures and address conflict-of-interest issues; these bylaws are reviewed at least every three to five years.
☐	☐	9.	The library board adopts written policies for operating the library and reviews them at least every three to five years.

☐ ☐ 10. The library board meets monthly (with the library director in attendance) at a time and place convenient for the board and the community and in accordance with the state law on open meetings.

☐ ☐ 11. The library board is familiar with Wisconsin library laws and any other Wisconsin or federal laws that affect library operations.

☐ ☐ 12. The library is a member of a public library system and actively participates in its program of service including reciprocal borrowers' privileges and interlibrary loans.

☐ ☐ 13. The library board enters into contractual agreements as may be necessary to participate in public library systems and resource sharing with other types of libraries in its service area.

Administration

Libraries should meet the following standards when considering administration:

Yes No

☐ ☐ 14. The library has a written, comprehensive long-range plan covering the next three to five years which is developed by the board and staff with input from the community; at the very least, the plan should outline goals regarding administrative and fiscal matters, personnel, collection development, programs and services, public relations, and facilities.

☐ ☐ 15. The comprehensive long-range plan contains a mission statement, which describes the roles and purposes of the library in the community.

☐ ☐ 16. The comprehensive long-range plan includes goals and specific, measurable objectives, with a timetable for implementation.

☐ ☐ 17. The comprehensive long-range plan is reviewed and updated annually by the library board; an evaluation of the library's progress toward the plan's goals, objectives, and timetable should be included in this review.

☐ ☐ 18. As part of the library's long-range planning efforts, a community study is conducted at least once every five years.

☐ ☐ 19. The library participates in system-level planning for library services.

☐ ☐ 20. The library collects and reports the statistics and information to meet the requirements of the municipal governing body, the library system, and the Division for Library Services.

☐ ☐ 21. The library director prepares financial and statistical reports for review at each library board meeting.

☐ ☐ 22 The library director conducts an orientation program for each new board member.

☐ ☐ 23. The library director informs the board of pending legislation on the local, state, and national levels that affects libraries.

☐ ☐ 24. The library director is responsible for personnel administration.

Funding

Libraries should meet the following standards when considering funding:

Yes No

☐ ☐ 25. The public library is supported by either municipal funds or a direct library levy on a permanent basis; grants and donations supplement, but do not supplant, the basic funding structure of the library.

☐ ☐ 26. The library receives financial support from the community sufficient to provide a level of library service consistent with its long-range plan of service and the standards in this document.

☐ ☐ 27. The library follows fiscal procedures consistent with state law and local government requirements in preparing, presenting, and administering its budget.

☐ ☐ 28. The library board reviews and adopts an annual budget accurately reflecting the needs of the library, prepared by the library director.

☐ ☐ 29. The library board and the library director present the budget to any and all the governing bodies.

☐ ☐ 30. The library board reviews and approves vouchers presented for payment at each library board meeting.

Chapter 5
Staffing for Public Libraries

Each public library must have a permanent, paid, qualified staff of one or more persons who are responsible to a library board established under Chapter 43, Wis. Stats. The public library staff should project an image of competence and friendliness to the public. Public library staff members should have an understanding of the history and development of library services. They should understand the service goals of the library, should be aware of all library policies, and should be well trained in the practices and procedures required by their position. Library staff members, regardless of their level of employment, should be afforded the opportunity to continue to expand their knowledge of library practice through participation in workshops, conferences, and other continuing education activities.

Libraries should meet the following standards when considering staffing:

Yes	No		
☐	☐	1.	The library has a permanent, paid, qualified staff of one or more persons who are responsible to a library board as set forth in the Wisconsin statutes.
☐	☐	2.	The library director is qualified for and maintains the appropriate level of certification under the provisions stated in the *Wisconsin Administrative Code*.
☐	☐	3.	The library board has adopted a set of personnel policies outlining the conditions and requirements for employment of library staff; these policies are consistent with state and federal regulations and are reviewed at least every three to five years.
☐	☐	4.	The library has a written personnel-classification plan describing the job duties of each staff member, any educational and experience requirements, and the salary range.
☐	☐	5.	The library staff members have salaries, hours, and benefits comparable with other community positions requiring similar educational preparation and job assignments.
☐	☐	6.	The library provides at least as many staff (excluding maintenance personnel) in full time equivalents (FTE) per 1,000 population (where 40 hours constitutes a full-time work week) as recommended on the following page for its population group, appropriate to the role(s) the library has chosen. Libraries with specialized collections and/or services such as system resource libraries or those serving populations with unique needs may require additional staff.

Population	FTE (per 1000 population)
Less than 2,000	0.6*
2,000 – 3,999	0.6
4,000 – 7,999	0.6
8,000 – 14,999	0.6
15,000 – 24,999	0.5
25,000 – 49,999	0.5
50,000 and over	0.5

**But no fewer than 0.6 FTE total.*

☐ ☐ 7. The library annually provides opportunities for ten (10) contact hours of staff continuing education and professional activities for each full-time employee (prorated for part-time employees; that is, an employee working 30 hours per week should have the opportunity for at least 7.5 contact hours for continuing education and professional activities each year).

☐ ☐ 8. The library supports the library director's continuing education requirements for certification as specified in *Wisconsin Certification Manual for Public Librarians* .

☐ ☐ 9. Library support for continuing education and conference activities includes paid work time for attendance.

☐ ☐ 10. The library allocates a portion of its budget to reimburse the costs of continuing education activities including travel expenses.

Impact of Role Selection on Staffing*

Community Activities Center

Personnel in charge of a library that emphasizes its role as a Community Activities Center are knowledgeable regarding the planning and execution of cultural, educational, and recreational programs for various age levels. They have adequate training to use audiovisual and other media in conjunction with programming efforts. The staff has wide, direct involvement in many community organizations. They promote community activities and act as liaisons between the library and community groups.

Community Information Center

Personnel in charge of a library that emphasizes its role as a Community Information Center are trained in up-to-date techniques for organizing and maintaining locally constructed files and indexes on community information resources. The staff participates in community organizations and keeps abreast of local activities, issues, and services.

Formal Education Support Center

Personnel in a library that emphasizes its role as a Formal Education Support Center are knowledgeable about the educational programs of the community and work closely with local educators. The staff is aware of public library services that complement, but do not replace, the library needs of students in community educational institutions.

Independent Learning Center

Formal training for staff in a library that emphasizes its role as an Independent Learning Center includes selection of materials, organization of the collection, and education techniques for all ages. The staff is capable of developing self-guided materials for introducing learners to various subjects.

Popular Materials Library

Personnel in charge of a library that emphasizes its role as a Popular Materials Library are well-informed about techniques and tools for selecting print and nonprint popular materials. They are aware of popular materials of all genre for all ages and anticipate current trends in publishing and popular interests. Well-developed written and oral communication skills are essential.

Preschoolers' Door to Learning

Staff in charge of a library that emphasizes its role as a Preschoolers' Door to Learning have formal training in child development, selecting and using materials, and planning and implementing appropriate programs and services for preschoolers, parents, and adults working with preschool children.

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*An overview of roles and role selection is found in Chapter 1 and in Appendix A.

Reference Library

Personnel in charge of a library that emphasizes its role as a Reference Library have training in selecting, organizing, maintaining, and using print and nonprint materials for general and specialized information collections for all ages. The staff is open and approachable and is skilled in interview techniques. Knowledge of and ability to use computer reference services should be required when appropriate. For a system resource library, additional reference staff is required to meet the demand for reference and referral service for system member libraries.

Research Center

Personnel in a library that emphasizes its role as a Research Center are likely to have an advanced degree in subject disciplines or demonstrated knowledge and experience in an appropriate research specialty. Research librarians understand research methodologies and practice techniques for developing and maintaining an in-depth research collection. Staff should possess insight to the holdings of other research libraries within the state and at the national level. Computer research techniques should be required when appropriate, and additional time should be allowed for the staff to keep current with recent technological applications and newer information formats.

Chapter 6
Collection

The library should provide a wide range of materials in a variety of formats and in sufficient quantity to meet the needs of its community. Although these standards recommend minimum levels of holdings per capita for certain traditional types of library materials, the size of the collection does not constitute the only measure of how effectively the library is serving the community. Other appropriate measures may include the average age of the collection, author and subject fill rate, title fill rate, circulation per capita, and turnover rate. The library's registration as a percentage of population may also affect collection size; libraries with a high percentage of registration may require a larger collection. Finally, collection size should also be evaluated in the context of the role(s) a library has chosen.

Libraries should meet the following standards when considering collection:

Yes **No**

☐ ☐ 1. The library has a collection development policy based on community needs that encompasses materials selection, requests for reconsideration of materials, collection specialties and purchase priorities, evaluation, and weeding of the collection.

☐ ☐ 2. The library board and library director review the collection development policy every three to five years.

☐ ☐ 3. The library allocates funds for purchasing material based on its collection development policy, the library's long-range plan, current use, and the requirements of the role(s) the library has chosen.

☐ ☐ 4. The library cooperates with other local and regional libraries (for example, the local historical society, college and university libraries, and public school libraries) in collection development to provide a wide range of materials in a variety of formats to meet the needs of its community.

☐ ☐ 5. The library calculates the following statistics annually:

- books held (titles and volumes)
- books added (titles and volumes)
- current periodicals held (titles)
- audio recordings held (titles and items)
- audio recordings added (titles and items)
- video recordings/films held (titles and items)
- video recordings/films added (titles and items)
- turnover rate
- circulation
- percentage of operating budget for materials

☐ ☐ 6. The library provides at least as many volumes held per capita as is recommended below for its population group, appropriate to the role(s) the library has chosen.

Population	Volumes held (per capita)
Less than 2,000	6.0*
2,000 – 3,999	6.0
4,000 – 7,999	5.0
8,000 – 14,999	3.5
15,000 – 24,999	3.25
25,000 – 49,999	3.0
50,000 and over	2.5

**But no fewer than 6,000 volumes total.*

☐ ☐ 7. The library provides at least as many periodical titles received per 1,000 population as recommended below for its population group, appropriate to the role(s) the library has chosen.

Population	Periodicals received (per 1,000 population)
Less than 2,000	20.0*
2,000 – 3,999	20.0
4,000 – 7,999	16.0
8,000 – 14,999	12.5
15,000 – 24,999	11.0
25,000 – 49,999	8.5
50,000 and over	7.0

**But no fewer than 20 titles total.*

☐ ☐ 8. The library maintains or provides timely access to a collection of audio recordings appropriate to the requirements of the role(s) the library has chosen (formats may include, among others, phonodiscs, audiocassettes, and compact disc recordings).

☐ ☐ 9. The library maintains or provides timely access to a collection of video and/or film materials appropriate to the role(s) the library has chosen.

☐ ☐ 10. The library maintains or provides timely access to other nonprint materials appropriate to the role(s) the library has chosen (formats may include, among others, filmstrips, kits, slides, and computer programs).

☐ ☐ 11. The library maintains a current collection of core reference materials selected from recommended lists and additional sources selected to suit the role(s) the library has chosen.

☐ ☐ 12. The library provides materials in formats appropriate to the needs of its special needs population groups.

☐ ☐ 13. Every item in the library's collection is evaluated for retention, replacement, or withdrawal at least every three to five years to determine its usefulness according to the library's collection development policy.

Impact of Role Selection on Collection*

Most measures referred to in this section can be found in *Output Measures for Public Libraries*, 2d ed. Additionally, *Output Measures for Public Libraries* and *Planning and Role Setting for Public Libraries* suggest ways output measures may be adapted and tailored to measure the performance of a specific part of the collection or the services delivered to a particular segment of the population.

Community Activities Center

Book collections are not emphasized in this role, although a library serving as a Community Activities Center may provide broad collections of nonprint materials—films, videos, realia—to support its programming activities for all ages. Audiovisual equipment is also available to promote in-house use and for loan to the public.

Community Information Center

The library serving as a Community Information Center depends on current reference materials and locally developed resource and information files including an index of the local newspaper. An extensive vertical file should exist on issues of current public interest. In addition, locally generated documents such as the municipal budget and plan, annual reports, and the local newspaper are part of the collection. Measures of interest include title fill rate for requests for local documents.

Formal Education Support Center

The library serving as a Formal Education Support Center provides materials to support and supplement curriculums offered in the formal education centers in the community, ranging from elementary school through college and adult continuing education. The collection includes reference materials, periodicals, indexing and abstracting services, and access to interlibrary loan. A library emphasizing this role may calculate in-library materials use per capita, subject and author fill rate, and title fill rate.

Independent Learning Center

The library serving as an Independent Learning Center has a collection of nonfiction materials for independent learners of all ages in a variety of formats and for a wide range of abilities. A collection of audiocassettes or videocassettes on self-help topics may be developed. A library emphasizing this role may calculate in-library materials use per capita, title fill rate, and subject and author fill rate.

Popular Materials Library

A library serving as a Popular Materials Library includes popular, high-interest materials for all ages for reading, viewing, and listening, with sufficient duplication to meet demand. System resource libraries may need to provide added copies of current popular materials to meet systemwide demand. The library emphasizing this role has a high circulation per capita, characterized by a high turnover rate. Browsers fill rate as well as title fill rate and subject and author fill rate may be calculated in order to monitor

*An overview of roles and role selection is found in Chapter 1 and in Appendix A.

the library's improvement in providing popular materials. These measures may also be calculated separately for different age or client groups.

Preschoolers' Door to Learning

The library serving as the Preschoolers' Door to Learning provides a variety of materials in all formats aimed at fostering reading readiness in children, encouraging use of the imagination, and satisfying the preschool child's curiosity. The collection includes aids for parents and other adults working with preschoolers. Popular titles are available in multiple copies. A library emphasizing this role may choose to calculate circulation of preschool materials per preschool child in the service area, library visits per preschool child in the service area, and other output measures similarly adapted to focus on library services to preschoolers.

Reference Library

The library serving as a Reference Library includes a substantial collection of materials for all ages in areas of interest to local residents and businesses and the community at-large. The reference collection is extensive including encyclopedias, indexing and abstracting services, handbooks, and directories. Electronic databases may be used. Local history and genealogy collections may be emphasized. Subject and author fill rate, title fill rate, and in-library materials use per capita may be calculated by age and client groups by a library assuming this role. A system resource library will include a collection of materials in areas of interest to system-area residents and businesses and maintain a complete reference collection covering topics of interest for the entire system area.

Research Center

The library serving as a Research Center is a source of exhaustive information for scholars in subject disciplines designated by the library. The collection includes a large number of titles, extensive serials, microforms, and numerous printed and electronic abstracting and indexing services. A high percentage of the material is scholarly or technical in nature. Insofar as a major research library collection may act as a statewide resource provider, it may also develop its collection to fill gaps that may exist in the state. A library emphasizing this role may calculate title fill rate and in-library materials use per capita.

Chapter 7
Services

Reference and Readers Advisory Services

Reference has been defined as "personal assistance provided to users in the pursuit of information." Three major aspects constitute the core of the service: 1) provision of information, 2) guidance in choosing materials appropriate to a user's needs, and 3) instruction in library use.[4]

Readers advisory service incorporates the idea of personal guidance in the selection of reading materials.

Libraries should meet the following standards when considering reference and readers advisory services:

Yes	No		
☐	☐	1.	The library provides reference and readers advisory service to residents of all ages in person and by telephone during all the hours the library is open.
☐	☐	2.	The library provides staff trained in reference work during all hours the library is open.
☐	☐	3.	The library participates in system-coordinated interlibrary loan and resource sharing.
☐	☐	4.	The library cooperates with other types of libraries in the local area, to provide information services to all residents.
☐	☐	5.	The library cooperates with other agencies in the local area to offer information service to all residents.
☐	☐	6.	The library annually computes reference questions per capita and the reference completion rate.
☐	☐	7.	The library meets a 70 percent reference completion rate as defined in *Output Measures for Public Libraries*.
☐	☐	8.	The library fills within seven (7) days at least 35 percent of all patron requests for materials not immediately available.

4. Charles Bunge, "Reference Services," in *ALA World Encyclopedia of Library and Information Services* (Chicago: ALA, 1980), pp. 468-69.

☐ ☐ 9. The library fills within thirty (30) days at least 70 percent of all patron requests for materials not immediately available.

☐ ☐ 10. The library makes available an accurate and up-to-date community information/resource file (including names of officers and contacts for community organizations and service agencies, providers of job and literacy training, and so forth).

☐ ☐ 11. The library prepares bibliographies and other information-access guides and user aids to inform residents of the availability of resources on a specific topic or issue.

Services to Special Populations

The public library is responsible for assuring that its total community including individuals with special needs have access to information at the time needed and in a usable format. Individuals who have special needs are the educationally, culturally, and socioeconomically disadvantaged in urban and rural areas; the elderly; ethnic minorities; persons with limited English-speaking ability; the physically and mentally handicapped (including the mentally ill); and residents of state-, county-, and locally funded institutions.

Libraries should meet the following standards when considering services to special populations:

Yes No

☐ ☐ 12. The library identifies the special needs population groups of all ages in its service area.

☐ ☐ 13. The library surveys the community to see what other community agencies are serving special needs populations.

☐ ☐ 14. The library develops goals and objectives for serving special needs populations.

☐ ☐ 15. The library assigns staff to implement services for special needs populations.

☐ ☐ 16. The library works with other community agencies in planning and implementing services to special needs populations.

☐ ☐ 17. The library participates in system-level planning for special needs populations.

Programming

Educational, recreational, informational, and cultural programs sponsored by the library or sponsored in conjunction with other community organizations are offered to help attract new users to the library, to increase awareness and use of the resources and services provided by the library, and to provide a neutral public forum for the debate of issues. Although such programming is commonly held in the library, outreach efforts may direct that some programs be held off-site.

Libraries should meet the following standards when considering programming:

Yes	No	
☐	☐	17. The library provides public programs free of charge for children, young adults, and adults.
☐	☐	18. The library plans and evaluates programming for adults, young adults, and children, considering the following factors:

- level of education of the population
- population mix
- availability of programming from other social, cultural, and recreational organizations in the community
- local interest

Impact of Role Selection on Services*

Community Activities Center

The library serving as a Community Activities Center forms a partnership with social, governmental, cultural, and recreational organizations to provide a coordinated program of cultural and informational services for traditional and nontraditional library users of all ages. A collection of programming aids supplements these services. A community calendar is maintained, and a speakers bureau may be organized. Outreach services to child-care facilities, social service agencies, and institutions introduce children whose parents are not traditional library users to the library. Programs are offered in the library and in the community, including schools and day-care facilities. Measures include program attendance per capita, library visits per capita, and use of special services (speakers bureau, programming aids, and so forth).

Community Information Center

The library serving as a Community Information Center maintains a community information file. This file covers not only community service agencies but also organizations, events, and resource people. The library indexes the local newspaper(s) for area news and events. Full information and referral service is offered, linking those in need of special services with the appropriate provider. The library also designs services in response to a current community need such as creating a job information center in response to high unemployment. The library participates in or initiates cooperative planning on community-issues programming. Measures appropriate to this role are reference transactions per capita, reference completion rate, and frequency of use of special files or services. Comparable statistics may be gathered for juvenile services.

Formal Education Support Center

The library serving as the Formal Education Support Center specifies which educational level it is supporting, from elementary to college level. Access to other area collections supporting formal education is provided through reciprocal agreements. The library may develop its collections in cooperation with those other institutions. The library cooperates with local schools through "assignment alerts." Orientation sessions and tours are offered to local classes. The library may develop a clearinghouse of educational opportunities in the area. The library works closely with community agencies promoting adult literacy training, possibly serving as a site for tutoring or coordinating a tutoring program. The library participates in staff development programs of other educational agencies. Measures appropriate to this role include reference completion rate, the number of tours and orientations annually, the number of cooperatively sponsored programs, and use of specially designed services.

Independent Learning Center

The library serving as the Independent Learning Center works with learners of all ages in identifying needed resources. The library may develop individualized study lists after consultation with a patron and alert patrons to new materials on their study topics. These services may also be provided to the institutionalized. The library is a resource for adults needing information related to life stages, coping skills, job-related competencies,

*An overview of roles and role selection is found in Chapter 1 and in Appendix A.

and self-improvement. The library can coordinate a learners exchange, linking users to those offering to teach a skill one-on-one. Measures related to this role are in-library materials use per capita, reference transactions per capita, and subject fill rate.

Popular Materials Library

The library serving as a Popular Materials Library will emphasize readers advisory services to aid users of all ages in selecting desired materials. The library may prepare and distribute reviews of popular materials. The library provides deposit collections of popular materials for use by special populations, including collections in community centers, day-care centers, social service agencies, and institutions (for example, jails or nursing homes). Library programming includes book talks and discussion groups both at the library and at schools and other community locations. Service measures appropriate for this role include amount of readers advisory conducted and turnover rate for special deposit collections.

Preschoolers' Door to Learning

The library serving as the Preschoolers' Door to Learning emphasizes programs introducing preschool children to a variety of materials in order to encourage reading, thinking, and communication skills. Readers advisory services are offered to preschoolers, their parents, and child-care providers. Outreach services to child-care facilities, social service agencies, and institutions introduce preschoolers whose parents are not traditional library users to the library. Measures appropriate to this role include preschool program attendance per preschool child, preschool registration, and number of outreach visits.

Reference Library

The library selecting this role emphasizes general reference services to all age groups. On-site and telephone reference assistance is provided; online searching capabilities may enhance the service. The library also provides information service to the institutionalized. The library is a reference center for human services professionals who work with special needs populations. Programming focuses on topics of practical advice (estate and financial planning, consumer awareness, and so forth). Since a system resource library is a central component in the reference and referral network, these libraries will emphasize reference service. In addition, a system resource library may coordinate or facilitate services to institutions within the system area. When examining the measures, the library could expect a high reference completion rate and a current reference collection.

Research Center

The library serving as a Research Center emphasizes a comprehensive reference collection and individualized reference assistance and participates in local, regional, and statewide networks. Its collections and subject specialists may draw requests from across the state. Extensive cooperative arrangements and projects with other libraries and agencies are expected. The library offers customized database searching by subject specialists on the library staff. For measures of resource sharing, a library assuming this role may expect a high number of items loaned to other libraries. Document delivery, too, is an important measure. The library's data concerning reference transactions per capita and reference completion rate is higher than those libraries assuming only the reference center role.

Chapter 8
Public Relations

Library public relations is a coordinated effort to communicate a positive image of the library and promote the availability of the library's materials, services, and programs. A public library should integrate an active public relations program into its ongoing plan of operation. Public relations should be a planned, continuous effort by the library to carry on positive communication with its various publics.

Libraries should meet the following standards when considering public relations:

Yes	No		
☐	☐	1.	The library's annual plan includes activities designed specifically to enhance the library's public relations.
☐	☐	2.	The library's annual budget allocates funds for public relations activities.
☐	☐	3.	The library uses in-house, system, or commercial printing capabilities to ensure the professional quality of all printed materials and graphics.
☐	☐	4.	Library policies are reviewed every three to five years on the basis of their effect on the library's public relations.
☐	☐	5.	Annually, the library implements at least four of the following generally accepted publicity techniques; the choice of which techniques to employ will be based on the library's chosen role(s) and characteristics of the community. • Library newsletter • General information brochure • Newspaper articles, columns, or ads • Annual report available to public • TV and/or radio exposure • Posters, flyers, bookmarks • Presentations to community groups • Exhibits, displays, bulletin boards • Others _____
☐	☐	6.	The library cooperates in systemwide efforts to promote library services.
☐	☐	7.	The library designates a staff member to coordinate public relations activities.

Impact of Role Selection on Public Relations*

Community Activities Center

Library public relations focuses on community clubs, groups, organizations, cultural and educational institutions, and local government. The availability of meeting facilities and programming opportunities is emphasized. Library staff members may regularly attend meetings of these local groups to promote library programs and services.

Community Information Center

The library makes a special effort to direct its public relations efforts toward human service agencies and community organizations promoting the library's central function as a clearinghouse for information about those organizations. The library provides a community resource list updated annually.

Formal Education Support Center

The library identifies the levels of education it supports and directs its public relations efforts to providers and students at those levels. Annually, the library communicates directly with educators and/or students about the library's materials and services; direct communication can be achieved through newsletters, shared continuing education activities, library tours, letters, in-person presentations, or other appropriate means.

Independent Learning Center

The library focuses its promotional efforts on the general public, emphasizing its general resources and services. To assist with independent use of its collection, the library provides clear directional signs and distributes pathfinders, bibliographies, and other search aids.

Popular Materials Library

Public relations efforts are directed to the public at-large and focus attention on the library's basic collections and services. The library's arrangement promotes easy use of its collection. A library emphasizing this role would employ in-house display techniques, dynamic sign systems, and bookstore marketing methods.

Preschoolers' Door to Learning

The library directs its public relations efforts to preschool children, parents, adults working with preschoolers, and community agencies serving children (including preschools, child-care facilities, and health-care providers). Promotion of programs and services is directed to the appropriate audience (for example, preschool story hours to parents). Promotional efforts could include joint activities with community groups and businesses. Efforts directed toward preschool children should make use of visual media and pictorial display and signs.

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*An overview of roles and role selection is found in Chapter 1 and in Appendix A.

Reference Library

The library directs its public relations efforts to the business, professional, and governmental segments of the community in addition to the general public, emphasizing its information resources and services; the library communicates directly with specific target audiences such as genealogists and local history researchers at least semi-annually through newsletters, information sheets, bibliographies, tours, or other appropriate means.

Research Center

The library communicates the availability of its materials and services to scholars and others who may be interested in its special collections. This can be accomplished through newsletters or communications with area universities, research institutes, or professional societies. The library also communicates to other libraries in the system and across the state regarding the nature of its collections and services.

Chapter 9
Access and Facilities

The local public library, cooperating with a library system, is responsible for providing and coordinating access to knowledge, information, and diversity of ideas for its service population. "Access" refers to the library's location and to the number of hours it is open. It refers to the efforts made by the library to extend its services into the broader community. It encompasses bibliographic access to the library's collections and demonstrations of technologies that may open new means of access to the library's collections and services.

The facility housing the library's service also has a direct effect on access. The public library building should offer the community a compelling invitation to enter, read, listen, and learn. Library buildings should be flexible enough to respond to changing use and service patterns. Buildings should be expandable to accommodate collections growing in scope and variety of formats. Buildings should be designed for user efficiency (to encourage extensive public use) as well as for staff efficiency (to encourage economy, since staff costs are the major expense in library operation).

Access to Information and Materials

Libraries should meet the following standards when considering access to information and materials:

Yes	No		
☐	☐	1.	The library's site is readily accessible to all residents; in metropolitan areas, travel time to the library should not exceed 15 minutes one way by car, while in all other areas, travel time should not exceed 30 minutes. Where travel times to the library's principal facility exceed these limits, branches or outlets or alternate means of providing access (bookmobiles, books by mail) should be considered.
☐	☐	2.	The library provides access to its collections and services for patrons unable to travel to the library (homebound services, deposit collections, programs held outside the library).
☐	☐	3.	As one measure of access, the library annually calculates its number of registered borrowers as a percentage of population.
☐	☐	4.	The full range of services is available each hour the library is open.
☐	☐	5.	Library hours are fixed, posted, and include morning, afternoon, evening, and weekend hours (based on users' and potential users' disposable time and not on staff convenience).

☐ ☐ 6. The library is open at least as many hours per week as recommended below for its population group.

Population	Hours open (per week)
less than 2,000	18
2,000–3,999	34
4,000–7,999	51
8,000–14,999	56
15,000–24,999	56
25,000–49,999	62
50,000 and over	68

☐ ☐ 7. The library has converted its bibliographic and holdings information about its collection into machine-readable form using the MARC standard.

☐ ☐ 8. The library inputs its bibliographic and holdings information about its collections into the statewide database.

☐ ☐ 9. The library provides access to the statewide database for its staff and its patrons.

☐ ☐ 10. The library participates in the systemwide plan for library automation and technical services.

☐ ☐ 11. The library has a telephone with the number listed in both white and yellow pages.

☐ ☐ 12. To facilitate access, the library has sufficient incoming telephone lines to accommodate staff and user needs.

☐ ☐ 13. The library provides printed directional signs and instructions for the use of collections, the card catalog, and other library services.

The Physical Facility

Libraries should meet the following standards when considering the physical facility:

Yes No

☐ ☐ 14. The library provides adequate space to implement the full range of library services consistent with the library's comprehensive long-range plan and the standards in this document.

☐ ☐ 15. At least once very five years, the board directs the preparation of an assessment of the library's long-term space needs (see *A Public Library Space Needs Outline*, published by the Division for Library Services).

☐ ☐ 16. The library building meets state and federal requirements for handicapped accessibility (multi-story structures provide elevators or lifts, as necessary).

☐ ☐ 17. Adequate and convenient parking is available to the library's patrons and staff on or adjacent to the library's site; the minimum number of required parking spaces may be governed by local ordinance.

☐ ☐ 18. The exterior of the library is well lighted and identified with signs clearly visible from the street.

☐ ☐ 19. The entrance is clearly visible and is located on the side of the building that most users approach.

☐ ☐ 20. Emergency facilities are provided in accordance with appropriate codes; evacuation routes, fire exits, and the location of fire extinguishers are clearly marked; the library has a designated tornado shelter.

☐ ☐ 21. Lighting levels comply with the standards issued by the Illuminating Engineering Society of North America.

☐ ☐ 22. The library provides facilities for the return of library materials when the library is closed; after-hour book depositories should be fireproof.

☐ ☐ 23. The library has public meeting space available for its programming and for use by other community groups.

☐ ☐ 24. The library has allocated space for child and family use, with all materials readily available, and provides furniture and equipment designed for use by children.

Impact of Role Selection on Access and Facilities*

Community Activities Center

A library serving as a Community Activities Center provides a variety of specialized areas to support programming activities. The library may share its facility with another agency. Several meeting rooms offer flexible environments to meet the needs of many user groups, large and small. The meeting facilities provide appropriate lighting, power, and audio support for the full range of audiovisual equipment. In-house listening and viewing stations encourage the use of library material in a wide variety of formats. An audiovisual production lab or cable TV studio may be considered.

Community Information Center

A library serving as a Community Information Center provides a variety of current information on community organizations, issues, and services. The building may be organized around an information desk, with the circulation desk serving as a secondary public service point. Displays and literature distribution areas are prominent. Adequate incoming telephone lines are needed. Ample meeting room space and convenient parking support the library's programming activities.

Formal Education Support Center

In a library serving as a Formal Education Support Center, the catalog, the reference collection, and the nonfiction collection are conveniently close to each other and to reader seating. Public service desks in the reference area are highlighted. Seating emphasizes individual carrel seating and seating in small groups at tables. The library may provide separate small-group study rooms or quiet study areas. Typing facilities, public access microcomputers, photocopiers, and CATV capability should be provided.

Independent Learning Center

Ease of use is crucial in a library serving as an Independent Learning Center. Key elements in the library—the catalog and the collections—are prominently placed and accessible. A clear and thorough sign system guides the user independently through the collection. Different reading and study environments are provided, including table seating and carrel seating, with space set aside for quiet study. A listening and viewing lab is available; CATV capability should be considered.

Popular Materials Library

A library serving as a Popular Materials Library has a highly visible and accessible site. Space and collections are arranged to encourage browsing and borrowing by all ages. Display shelving attracts the user's attention. Prominent and easily read signs guide the user. Staff work space may emphasize the circulation function. Casual seating is provided, though because users are encouraged to borrow material and use it at home or at work, less seating may be required. More parking around the library may be designated "short-term parking."

**An overview of roles and role selection is found in Chapter 1 and in Appendix A.*

Preschoolers' Door to Learning

A library serving as a Preschoolers' Door to Learning may be located to allow safe and easy access. The library provides a variety of furnishings in a variety of environments to accommodate the various and often unorthodox ways a preschooler approaches the use of space. Furnishings and equipment are selected in sizes for preschool children. A listening and viewing area is provided. A separate, inviting area may be designated for storytimes and other programs. The circulation desk may include a separate area to accommodate younger patrons.

Reference Library

In a library serving as a Reference Library, reference collections are located in a place of prominence, with ample public service desks to provide ready staff assistance to library users during all of the library's scheduled hours of service. Comfortable, quiet space is available for public use of these collections. An increased number of incoming telephone lines may be needed for telephone reference and on-line database searching.

Research Center

A library serving as a Research Center provides exhaustive information in selected subject areas and an environment in which users are encouraged to work for extended periods. Generous floor space is needed to house an extensive collection. Shelving arrangements emphasize high-density storage; compact shelving may be appropriate for portions of the collection. Seating is plentiful and favors individual study carrels over other types. Seating is located in close proximity to the collections. Quiet study rooms and a photocopying center may be provided. Computer work stations for public access should be considered.

Appendixes

Appendix A: Public Library Role Descriptions
Appendix B: Percentile Measures for Public Library Services
Appendix C: Bibliography
Appendix D: Wisconsin Statutes, Chapter 43

Appendix A
Public Library Role Descriptions

The Public Library Association has developed the following eight sample roles to assist local libraries in organizing services to meet local needs.[5]

Community Activities Center

The library is a central focus point for community activities, meetings, and services. It works closely with other community agencies and organizations to provide a coordinated program of social, cultural, and recreational services.

The library provides both meeting room space and equipment for community- or library-sponsored programs. Programs might include book talks, health information fairs, book discussion groups, community issues forums, speaker series, concerts, art exhibits or humanities programs. The library may be a source of programming for local cable television. Library facilities may be used for organizations providing health testing programs, tax assistance, youth groups, voter registration, and the like.

Community Information Center

The library is a clearinghouse for current information on community organizations, issues, and services. The library maintains a high profile as a source of information about community services. It responds to community problems with specialized services provided both inside and outside the library building, such as a job information and skills center for a community with high unemployment.

The library may create local directories, maintain files of local organizations and service agencies, or index local newspapers. The library participates in community referral networks, and maintains and publicizes a master calendar of community events. The library participates with other agencies in planning programming or information fairs on community issues such as drug abuse and teenage pregnancy.

Formal Education Support Center

The library assists students of all ages in meeting educational objectives established during their *formal* courses of study. This may include students in elementary and secondary schools, colleges, community colleges, universities, or technical schools, as well as those involved in training programs, literacy or adult basic education, and continuing education courses. This emphasis on registration for formal instruction distinguishes the FORMAL EDUCATION SUPPORT CENTER from the INDEPENDENT LEARNING CENTER.

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5. Charles R. McClure, et al., *Planning and Role Setting for Public Libraries: A Manual of Options and Procedures*. Chicago: ALA, 1987. These excerpts are based on an advance draft from ALA Publishing; final copy may vary from what appears here.

The library offers tours for classes and instructs students on using library tools. It may sponsor a homework service using qualified volunteers to assist students with assignments. In cooperation with local schools, the library may reserve special materials to meet classroom assignment needs. It may develop a clearinghouse to identify providers of formal education and training or may support a literacy program. To assist faculty, the library may supply supplementary print and audiovisual material for classroom use.

Libraries emphasizing this role may specify the educational levels supported (for example, elementary and secondary, but not post-secondary).

Independent Learning Center

The library supports individuals of all ages pursuing a sustained program of learning independent of any educational provider. These individuals set their own learning objectives to meet such concerns as citizen education, self-improvement, job-related development, hobbies, and cultural interests. The staff help learners identify an appropriate learning path, determine needed resources, and obtain those resources from the library's collection or through interlibrary loan. Continuing, intensive staff involvement or counseling with individual learners is a distinguishing characteristic of this role.

The library may function as an educational information center providing occupational counseling or learning/skill inventory tools to help individuals assess their needs. Other services may include a learning exchange, linking individuals with others offering to teach a skill, or providing adult programs on high interest learning topics, such as nutrition. Staff may assist children with interests outside the school curriculum, such as pets, rock or stamp collecting, or dinosaurs. They may prepare "pathfinders," self-help research guides on selected topics, and help learners identify a customized sequence of study materials.

Libraries may focus on specific subject areas or on special age groups.

Popular Materials Center

The library features current, high demand, high interest materials in a variety of formats for persons of all ages. The library actively promotes and encourages the use of its collection.

Merchandising techniques, such as face-out shelving, displays, or paperbacks near the checkout area, may be used within the library. Special booklists may be distributed or materials gathered together to encourage circulation in connection with a library program, such as a children's story hour, summer reading program or a young adult program. The library may circulate materials at off-site outlets, such as shopping malls or community facilities. For residents in the community with limited access to library facilities, the library may include popular materials in its services to jails, nursing homes, etc.

Libraries selecting this role may specify age groups or formats to be emphasized.

Preschoolers' Door to Learning

The library encourages young children to develop an interest in reading and learning through services for children, and for parents and children together. Parents and other adult caregivers can locate materials on reading readiness, parenting, child care, and child development. Cooperation with other child care agencies in the community is ongoing.

The library promotes reading readiness from infancy, providing services for self-enrichment and for discovering the pleasures of reading and learning. Services may include programs for infants, for parents and toddlers, and for parents, for example, "read-

aloud", day care story hour, traditional storytelling, parenting skills development workshops, and booktalks. The library may provide outreach to day-care facilities, or reading readiness programs. Programming introduces children and adults concerned with children to a wide range of materials and formats.

Reference Library

The library actively provides timely, accurate, and useful information for community residents in their pursuit of job-related and personal interests. The library promotes on-site and telephone reference/information services to aid users in locating needed information. Information provided may range from answering practical questions (how to remove garden pests, what to feed a guinea pig, how to apply for a job, what is the name of a poem that starts with . . .) , to specialized business-related research (finding patent information), to answering questions about government (locating regulations for a grant program), to providing consumer information. The library participates in interlibrary loan and cooperative reference services to meet patrons' needs for information not available locally.

Libraries selecting this role may identify subject areas of particular strength or emphasis.

Research Center

The library assists scholars and researchers to conduct in-depth studies, investigate specific areas of knowledge, and create new knowledge. The library's collection, generally developed over a long period of time, is a source of exhaustive information in selected subject areas (historic, cultural, scientific, and social). The library engages in this role as a result of tradition, community expectations, or state library agency plans, and is likely to be a net-lender for interlibrary loan activity. It may make special services available to scholars and other researchers, such as assigned carrels and lockers, customized database searching services, or operation of a photocopy center.

A library choosing this role should specify the subject disciplines in which it intends to be a Research Center. For example, in a city with major glass fabrication industry the public library may maintain a research collection in such areas as glass chemistry or art glass.

Appendix B
Percentile Measures for Library Services

This appendix provides an analysis of selected data submitted to the Division for Library Services in the 1985 public library annual report. It may assist a library in determining where it stands in comparison with peer institutions (those serving populations of similar size). In turn, it can help the library assess priorities for development. The data represents a snapshot of certain conditions that existed in Wisconsin libraries at the end of 1985.

The libraries included in the analysis were all municipal libraries established under Chapter 43, Wis. Stats. that submitted a 1985 annual report to the division. Also included were those county libraries and county library services that offered "traditional" library services (typically walk-in service in a designated facility). In the latter case, to determine an appropriate service population for the county library service, the population of communities in the county with an established municipal library was subtracted from the total county population. This reduced the problem of counting twice those residents who would have been exempted from a county library tax.

Seven population groupings were created; the distribution of libraries reporting within those groups was as follows:

Population	No. of Libraries Reporting
Less than 2,000	174
2,000 – 3,999	69
4,000 – 7,999	42
8,000 – 14,999	35
15,000 – 24,999	17
25,000 – 49,999	16
50,000 and over	15

Note that per capita measures in these charts are based on the population of a library's municipality (or county, in the case of a consolidated county library). Although these per-capita measures are based on the population of the library's municipality, *Output Measures for Public Libraries*, 2d ed. (Van House, Nancy, et al., Chicago: ALA, 1987) defines the population of a library's Legal Service Area more broadly as:

> . . . the number of people in a geographical area for which a public library has been established to offer services and from which (or on behalf of which) the library derives income, plus any area served under contract for which this library is the primary provider. The Legal Service Area may be a city, town, county, or parts of one or more of these.

Population of Legal Service Area does NOT include residents of other jurisdictions with which your library has an agreement for reciprocal services. Nor does it include people who are served by another library but who secondarily receive services from your library under contract.

In using these percentile charts it may be helpful to consider the impact of your library's broader service population.

The analysis takes the form of percentile charts, indicating a range of reported data for each population group. The charts start with the 40th percentile. The data can be used for comparative purposes in planning. For example, a library serving 7,000 people that makes available 5.5 volumes per capita is placed just under the 70th percentile; its rate of holdings per capita is greater than that of nearly 70 percent of the libraries in its population group. Local planners can then assess whether or not that is an adequate measure of performance for the library, given its service goals.

This data, along with additional analyses, will be updated regularly and reproduced as a supplement to the *Wisconsin Library Service Record*.

Volumes Held

	Percentiles					
Population	40th	50th	60th	70th	80th	90th
Less than 2,000	6,029	6,411	7,812	8,991	9,753	12,279
2,000 – 3,999	15,019	16,868	18,616	19,694	21,225	25,720
4,000 – 7,999	4,481	25,898	27,872	30,099	34,930	46,017
8,000 – 14,999	35,223	38,856	40,646	49,170	59,431	72,300
15,000 – 24,999	40,892	57,301	65,891	75,400	79,175	90,129
25,000 – 49,999	81,260	105,905	121,722	141,637	152,801	251,186
50,000 and over	182,843	187,175	190,111	228,822	249,577	460,978

Volumes Added Per Year

	Percentiles					
Population	40th	50th	60th	70th	80th	90th
Less than 2,000	327	398	492	546	681	918
2,000 – 3,999	801	943	1,001	1,100	1,382	1,558
4,000 – 7,999	1,426	1,579	1,856	2,026	2,162	2,469
8,000 – 14,999	2,219	2,432	2,600	3,278	3,629	5,393
15,000 – 24,999	2,475	3,101	3,828	4,567	4,972	6,695
25,000 – 49,999	4,450	5,501	6,987	7,602	12,038	14,459
50,000 and over	13,635	14,962	15,623	17,148	20,579	33,706

Volumes Held per Capita

Population	Percentiles					
	40th	50th	60th	70th	80th	90th
Less than 2,000	5.3	6.1	7.0	8.1	9.7	12.6
2,000 – 3,999	5.2	5.8	6.6	7.2	8.0	9.1
4,000 – 7,999	4.4	4.9	5.3	5.6	6.1	6.6
8,000 – 14,999	3.0	3.4	4.4	4.8	5.6	6.1
15,000 – 24,999	2.5	3.2	3.4	3.8	4.0	5.0
25,000 – 49,999	2.5	2.9	3.4	4.6	5.0	5.8
50,000 and over	2.4	2.6	3.1	3.4	3.5	3.5

Periodical Titles Received

Population	Percentiles					
	40th	50th	60th	70th	80th	90th
Less than 2,000	17	23	26	32	40	54
2,000 – 3,999	44	51	57	67	83	103
4,000 – 7,999	79	87	97	109	124	136
8,000 – 14,999	115	125	150	164	187	234
15,000 – 24,999	201	211	227	261	277	315
25,000 – 49,999	180	243	300	329	390	469
50,000 and over	437	484	544	595	663	1,096

Periodical Titles Received per 1,000 Population

Population	Percentiles					
	40th	50th	60th	70th	80th	90th
Less than 2,000	15.4	19.6	25.1	31.6	37.6	48.9
2,000 – 3,999	17.4	19.8	22.3	24.4	26.4	32.4
4,000 – 7,999	14.5	15.9	18.1	19.1	20.6	25.7
8,000 – 14,999	11.0	12.6	13.8	15.1	16.5	20.0
15,000 – 24,999	10.5	10.8	12.0	13.4	14.1	15.8
25,000 – 49,999	5.7	8.4	8.5	8.8	10.4	13.0
50,000 and over	4.9	7.2	8.1	8.6	8.9	10.8

Audio Recordings Held

Population	Percentiles					
	40th	50th	60th	70th	80th	90th
Less than 2,000	75	135	200	271	374	494
2,000 – 3,999	296	395	486	530	680	860
4,000 – 7,999	657	750	880	943	1,227	1,815
8,000 – 14,999	960	1,480	1,540	1,838	3,052	4,070
15,000 – 24,999	1,516	2,265	2,846	3,116	3,443	4,300
25,000 – 49,999	1,923	3,206	3,922	5,355	5,783	6,401
50,000 and over	6,606	7,766	9,001	9,034	10,889	13,150

Audio Recordings Held per 1,000 Population

Population	Percentiles					
	40th	50th	60th	70th	80th	90th
Less than 2,000	75	118	191	271	350	672
2,000 – 3,999	109	150	180	199	234	323
4,000 – 7,999	122	133	160	170	196	335
8,000 – 14,999	93	116	156	189	255	328
15,000 – 24,999	76	121	149	174	190	224
25,000 – 49,999	66	111	120	142	158	179
50,000 and over	92	100	111	121	158	197

Video Recordings Held

Population	Percentiles					
	40th	50th	60th	70th	80th	90th
Less than 2,000	0	0	0	0	0	0
2,000 – 3,999	0	0	0	0	0	7
4,000 – 7,999	0	0	1	4	32	109
8,000 – 14,999	0	0	11	27	38	80
15,000 – 24,999	0	0	0	3	24	41
25,000 – 49,999	69	92	105	152	181	348
50,000 and over	93	104	125	304	487	620

Turnover Rate

(Circulation ÷ Items held)

Population	Percentiles					
	40th	50th	60th	70th	80th	90th
Less than 2,000	1.4	1.6	1.8	2.0	2.4	3.1
2,000 – 3,999	1.8	2.0	2.1	2.3	2.4	3.0
4,000 – 7,999	2.0	2.3	2.5	2.7	2.9	3.4
8,000 – 14,999	2.6	3.0	3.2	3.4	3.9	4.2
15,000 – 24,999	2.4	2.5	2.6	2.6	2.9	3.3
25,000 – 49,999	2.3	2.5	2.9	3.2	3.7	4.3
50,000 and over	3.0	3.2	3.4	3.8	3.9	3.9

Circulation Per Capita

Population	Percentiles					
	40th	50th	60th	70th	80th	90th
Less than 2,000	8.0	9.8	10.8	12.8	14.7	18.8
2,000 – 3,999	9.6	11.1	13.2	15.0	16.5	19.9
4,000 – 7,999	10.7	11.8	12.4	13.4	14.4	16.5
8,000 – 14,999	10.0	10.7	11.5	12.3	14.1	18.7
15,000 – 24,999	6.7	8.2	8.8	9.2	9.8	12.9
25,000 – 49,999	5.8	6.7	8.7	9.3	10.6	11.9
50,000 and over	8.4	9.2	10.3	10.4	11.2	12.0

Staff (in FTEs per 1,000 Population)

Population	Percentiles					
	40th	50th	60th	70th	80th	90th
Less than 2,000	0.4	0.5	0.5	0.6	0.7	1.0
2,000 – 3,999	0.5	0.6	0.7	0.8	0.9	1.0
4,000 – 7,999	0.6	0.6	0.7	0.7	0.9	0.9
8,000 – 14,999	0.5	0.6	0.6	0.7	0.8	1.0
15,000 – 24,999	0.4	0.5	0.5	0.6	0.7	0.7
25,000 – 49,999	0.4	0.5	0.6	0.7	0.8	1.0
50,000 and over	0.5	0.6	0.6	0.7	0.7	0.8

Hours Open

Population	Percentiles					
	40th	50th	60th	70th	80th	90th
Less than 2,000	15	18	20	21	25	31
2,000 – 3,999	32	34	37	40	43	46
4,000 – 7,999	48	51	54	56	58	60
8,000 – 14,999	52	56	58	62	64	66
15,000 – 24,999	51	56	60	66	68	68
25,000 – 49,999	53	62	62	63	67	68
50,000 and over	64	68	69	69	69	70

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Appendix D
Wisconsin Statutes, Chapter 43 (as of January 1, 1987)

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43.001 Legislative findings and declaration of policy. (1) The legislature recognizes:

(a) The importance of free access to knowledge, information and diversity of ideas by all residents of this state;

(b) The critical role played by public, school, special and academic libraries in providing that access;

(c) The major educational, cultural and economic asset that is represented in the collective knowledge and information resources of the state's libraries;

(d) The importance of public libraries to the democratic process; and

(e) That the most effective use of library resources in this state can occur only through interlibrary cooperation among all types of libraries.

(2) The legislature declares that it is the policy of this state to provide laws for the development and improvement of public libraries, school libraries and interlibrary cooperation among all types of libraries.

History: 1985 a. 177.

43.01 Definitions. In this chapter:

(1) "Department" means the department of public instruction.

(2) "Division" means the division for library services in the department.

(3) "Municipality" means a city, village, town, tribal government or tribal association, or a school district that maintained and operated a public library facility prior to December 17, 1971.

(4) "Network" means a formal arrangement between libraries or other informational service organizations whereby materials, information and services are exchanged and made available to potential users.

(5) "Public library system" means a system established as either a federated public library system under s. 43.19 or a consolidated public library system under s. 43.21.

(6) "State Superintendent" means the state superintendent of public instruction.

History: 1971 c. 152; 1977 c. 418; 1979 c. 347; 1983 a. 189; 1985 a. 177 ss. 4, 5.

43.03 General duties of state superintendent. The state superintendent shall:

(1) Promote, assist and plan the organization, development and improvement of school library media services to provide the resources needed for teaching and learning in the schools.

(2) Promote, assist, plan and coordinate the organization, development and improvement of public library services and public library systems to serve the needs of all citizens in the state.

(3) (a) Promote cooperation and resource sharing among public libraries, school libraries, other types of libraries and related agencies.

(b) Plan, coordinate, evaluate and set statewide priorities for the development of networks to enable library cooperation and resource sharing within this state and between this state and resource providers in other states.

(d) Submit to the council on library and network development a biennial report which describes the programs and policies carried out under pars. (a) and (b) in the preceding biennium and the programs and policies to be carried out under pars. (a) and (b) in the succeeding biennium.

(4) Plan and coordinate the provision of library services to groups with special needs, including institutional residents, the physically and mentally handicapped, the socially and economically disadvantaged and racial and ethnic minorities.

(5) Accept, on behalf of the state, grants from the federal government or any federal agency or gifts or grants from any other source to be used for the purposes designated under this chapter.

(6) Enter into an annual contract with the public library in a 1st class city for the provision of library services to physically handicapped persons, including the blind and visually handicapped, certified by competent authority as unable to read or use conventional printed materials as a result of physical limitations. For the purpose of this subsection, "competent authority" means any member of the medical or allied professions, and professional persons in the fields of public health, education, library service, rehabilitation, social work and public welfare.

(7) Contract for service with libraries and other resource providers in and outside of this state to serve as resources of specialized library materials and information not available in the reference and loan library under s. 43.05 (11).

(8) Establish procedures necessary for the internal administrative operation of the division.

(9) Develop and maintain a computer data base containing bibliographic and library holding information for all types of library materials owned by libraries throughout the state to serve as a resource sharing tool and assist libraries in developing computerized bibliographic data bases.

(10) Disseminate information regarding appropriate continuing education activities available to librarians, library board members, library support staff and other related professionals.

History: 1979 c. 347; 1985 a. 177.

43.05 General duties of the division. The division shall:

(1) Coordinate and conduct continuing education programs for librarians of school library media programs, public libraries, public library systems and institutional library programs.

(2) As it deems appropriate, assist libraries in the identification and recruitment of qualified personnel.

(3) Provide professional and technical advisory, consulting and informational services to assist:

(a) School districts establishing, maintaining or expanding school library media programs and facilities;

(b) Public libraries, municipalities establishing, maintaining or expanding public libraries, counties establishing, maintaining or expanding public library services, public library systems and their governing bodies;

(c) State agencies and officers; and

(d) Institutional library programs.

(4) Collect library statistics and conduct studies and surveys of library needs throughout the state and report and publish the findings. The research shall be coordinated with statewide library planning.

(5) Ascertain which libraries in this state can suitably care for and advantageously use copies of the public documents printed at the expense of the state, including printing under ss. 35.28 and 35.29. The division shall designate the selected libraries as depositories of state documents and shall furnish lists of the depositories to the department of administration. All libraries designated as depositories for federal documents shall automatically be designated as depositories for state documents. The lists shall show, for each depository library, the number of copies of each printed state document it is to receive.

(6) Recommend and distribute standards for school library programs and facilities to school library media programs, standards for public libraries to public library governing bodies and standards for institutional library programs to governing bodies and administrators of institutional library programs and to heads of departments, as defined under s. 15.01 (8), which administer institutional libraries.

(7) Establish standards for public library systems under s. 43.09(2).

(8) Establish standards for and issue certificates to public librarians under s. 43.09 (1).

(9) Approve the establishment of public library systems under s. 43.13.

(10) Administer aids to public library systems under s. 43.24.

(11) Maintain a reference and loan library to supplement the collections of all types of libraries in this state by providing specialized materials not appropriately held and information sources not provided by local libraries or readily available from other area or state-level resource providers. The library shall provide specialized information services to state agency libraries and state employes, institution libraries, public library systems, public libraries, school libraries and other types of libraries according to policies developed by the division. Library and information services may include development of collections of specialized materials, interlibrary loan services, reference services, provision of data base search services and maintenance of a statewide data base of library materials. The library may contract with state agencies and libraries to provide library material cataloging and processing services.

(12) Assist the council on library and network development in the preparation of the descriptive and statistical report to be prepared by the council under s. 43.07 (5).

(13) Carry out such other programs and policies as directed by the state superintendent.

History: 1979 c. 347; 1983 a. 189 s. 329 (27); 1985 a. 29, 177, 332.

43.07 Council on library and network development. The state superintendent and the division shall seek the advice of and consult with the council on library and network development in performing their duties in regard to library service. The state superintendent or the administrator of the division shall attend every meeting of the council. The council may initiate consultations with the department and the division. The council shall:

(1) Make recommendations to the division in regard to the development of standards for the certification of public librarians and standards for public library systems under s. 43.09.

(2) Advise the state superintendent in regard to the general policies and activities of the state's program for library development, interlibrary cooperation and network development.

(3) Advise the state superintendent in regard to the general policies and activities of the state's program for the development of school library media programs and facilities and the coordination of these programs with other library services.

(4) Hold a biennial meeting for the purpose of discussing the report submitted by the state superintendent under s. 43.03 (3) (d). Notice of the meeting shall be sent to public libraries, public library systems, school libraries and other types of libraries and related agencies. After the meeting, the council shall make recommendations to the state superintendent regarding the report and any other matter the council deems appropriate.

(5) On or before July 1 of every odd-numbered year, transmit to the state superintendent a descriptive and statistical report on the condition and progress of library services in the state and recommendations on how library services in the state may be improved. The state superintendent shall include the report as an addendum to the department's biennial report under s. 15.04 (1) (d).

(6) Review that portion of the budget of the department relating to library service. Recommendations of the council in regard to the budget shall accompany the department's budget request to the governor.

(7) Receive complaints, suggestions and inquiries regarding the programs and policies of the department relating to library and network development, inquire into such complaints, suggestions and inquiries, and advise the state superintendent and the division on any action to be taken.

History: 1979 c. 347; 1983 a. 524; 1985 a. 177.

43.09 Certificates and standards. (1) PUBLIC LIBRARIANS. The division shall issue certificates to public librarians and promulgate, under ch. 227, necessary standards for public librarians. The qualifications for public librarians shall be based on education, professional training and experience. Certificates already granted prior to December 17, 1971, shall remain in effect.

(2) PUBLIC LIBRARY SYSTEMS. The division, by rule, shall promulgate necessary standards for public library systems. Such rules shall be consistent with s. 43.15 and shall be established in accordance with ch. 227, except that the division shall hold a public hearing prior to adoption of any proposed rule. In addition to the notice required under s. 227.17, the division shall endeavor to notify each public library of such public hearings. Standards for public library systems shall be based on the population served, adequacy of the buildings and physical facilities, the qualifications and number of personnel, book resources and other library materials, financial support and such other standards as the division finds necessary to ensure adequate library service.

History: 1971 c. 152; 1979 c. 347; 1985 a. 177; 1985 a. 182 s. 57.

43.11 County library planning committees. (1) CREATION. Any county board may appoint a county library planning committee under this section. If a county board, in a county where all public library service is administered or coordinated by an existing library board, determines to appoint a committee under this section, the existing library board shall serve as the county library planning committee. The county board shall notify the division immediately upon appointment of the committee.

(2) ORGANIZATION. (a) The county library planning committee shall be composed of not less than 7 nor more than 15 members. The residence of members shall reflect the population distribution within the county. The membership shall include representatives of existing public libraries in the county. One member only shall be a member of the

county board. Appointments shall be for 3 years or until the committee's final report is accepted by the county board and the division, whichever occurs first.

(b) Annually, the committee shall select a chairman, vice chairman and secretary from its membership. The committee shall meet at least once every 3 months and more often on the call of the chairman or a majority of its members.

(3) DUTIES. (a) The committee shall investigate the potential of a public library system in the county and adjacent counties, and prepare a plan for the organization of a county or multicounty system. It shall conduct public hearings to which representatives of all libraries in the county shall be invited and shall cooperate with similar committees of adjoining counties for the purpose of planning multicounty public library systems.

(b) The committee's final report, including a plan for initial and long-range services and copies of any written agreements necessary to implement the proposed system, shall be filed with the county board and submitted to the division. Plans for multicounty systems shall include a method for allocating system board membership among the member counties.

(c) The plan of library service for a county, whether for a single county or a multicounty system, shall provide for library services to residents of those municipalities in the county not maintaining a public library under this chapter. The services shall include full access to public libraries in the county participating in the public library system and may include books-by-mail service, bookmobile service, the establishment of additional libraries or other services deemed appropriate by the committee. Services may be provided by contracting with existing public libraries in the county or in adjacent counties or with the public library system or by creating a county library organization under this chapter. The plan of library service for a county may provide for improving public library service countywide and in municipalities that have libraries. The plan shall specify the method and level of funding to be provided by the county to implement the services described in the plan and shall describe the services to be provided by the public library system and the allocation of state and county aid to fund those services.

(4) DISSOLUTION. The committee shall be dissolved either after 3 years or when its final report has been accepted both by the division and the county board, whichever occurs first.

History: 1971 c. 152; 1981 c. 20; 1985 a. 29, 177.

43.13 Division review. (1) (a) No public library system may be established without the approval of the division. In reviewing final reports submitted by county library planning committees, the division shall consider, in addition to the standards set forth in s.43.15, the proposed system territory, organization and financing, initial and long-range plans for library services, the role of existing multi-jurisdictional service programs in the territory and plans for cooperation with adjoining systems and with other kinds of libraries in the territory.

(b) If the division approves a final report, it shall report such approval to the appropriate county boards and county library planning committees. Upon acceptance by the county boards, the division shall certify to the appropriate county boards the establishment of the public library system proposed by the report, specifying the effective date of the establishment of the system.

(2) A public library system board may submit to the division a plan for the alteration in the territory included within the system or for a change in system organization from a federated to a consolidated system or vice versa. If the change proposed by the plan is approved, the division shall certify such fact to the system board, specifying the effective date of the change.

(3) The effective date of the establishment of a system under sub. (1) or of a change under sub. (2) shall be January 1 of the year specified by the division, except that the effective date of the establishment of a system approved prior to March 1, 1972, may be either January 1 or March 1, 1972.

(4) Any decision by the division under this section may be appealed to the state superintendent.

History: 1971 c. 152.

43.15 Standards for public library systems. A public library system shall not be established unless it meets the requirements under this section.

(1) POPULATION. The territory within the system shall:

(a) Contain at least one public library established under s. 43.52 in a city which, at the time of the system's establishment, has a population of more than 30,000. Any contractual arrangement existing on December 17, 1971, among a number of units of government whose territory consists of at least 3,500 square miles, and under which a multi-jurisdictional library service program is operated, which meets the requirements of this section other than the requirement for a city having a population of 30,000 or more shall be deemed to meet such requirement if it provides in the system plan for access by contract to the resources and services of a public library in a city having a population of 30,000 or more which is participating in a system.

(b) Have, at the time of its establishment, a population of 85,000 or more. Temporary certification shall be given to those systems which the 1970 census shows to have a population of at least 80,000. After January 1, 1981, no new system may be established, nor may a system be continued under temporary certification, containing territory having a total population of less than 85,000.

(2) FINANCIAL SUPPORT. Each county proposed to be included within a system shall demonstrate, to the satisfaction of the division, its ability to provide adequate funding to implement the plan submitted under s. 43.11 (3) and the report submitted under s. 43.13 (1). The county shall maintain its support for library services at a level not lower than the average of the previous 3 years.

(3) TERRITORY INCLUDED. (a) A consolidated system shall consist of one county only. A federated system shall consist of one or more counties.

(b) No more than one system may be established within a single county. If the territory of a municipality lies in 2 or more counties which are not in the same public library system, the municipal library board or, if no such board exists, the municipal governing body shall determine the system in which the municipality will participate.

(4) METHOD OF ORGANIZATION. (a) A public library system shall designate at least one resource library and may be organized as a single-county federated public library system, a multicounty federated public library system or a single-county consolidated public library system. A single-county public library system, whether federated or consolidated, may become part of a multicounty federated public library system by written agreement of the county board.

(b) A county may participate in a federated public library system if it does all of the following:

1. Adopts and maintains the plan of library service submitted and approved under ss. 43.11 (3) and 43.13 (1).

2. Provides the financial support for library services required under sub. (2).

3. Enters into a written agreement with the public library system board to participate in the system and its activities and to furnish library services to residents of those municipalities in the county not maintaining a public library.

(c) A municipal, county or joint public library may participate in a public library system if it meets all of the following requirements:

1. Is established under this chapter.

2. Is located in a county that participates in a public library system.

3. Is authorized by its municipal governing body or county board to participate in the public library system.

4. Enters into a written agreement with the public library system board to participate in the system and its activities, to honor valid borrower's cards from other system member libraries and to participate in interlibrary loan of materials with other system libraries.

5. Is funded by the municipal or county governing body at a level not lower than the average of the previous 3 years.

6. Employs a head librarian holding current public library certification from the department of public instruction.

(d) A county may establish a consolidated public library system in which the included county and its underlying communities form a single system. The county may, for such purposes, take over and acquire any library property by consent of the authority controlling that property.

History: 1971 c. 152; 1981 c. 197; 1985 a. 29, 177.

A county having a population in excess of 85,000 and which does not presently operate and maintain a library but which contains a city of over 30,000 operating a library, can establish a single-county federated library system. Secs. 43.15 (4) (a) and 43.19. 63 Atty. Gen. 142.

43.17 Public library systems; general provisions. (1) BOARD TERMS. Every public library system shall be governed by a board appointed under s. 43.19 or 43.21 upon the initial establishment of a board, the members shall be divided as nearly as possible into 3 equal groups to serve for terms expiring on January 1 of the 2nd, 3rd and 4th years, respectively, following their appointment. Thereafter, regular terms shall be for 3 years and shall commence on January 1. Vacancies shall be filled for the unexpired term in the same manner as regular appointments are made.

(2) BOARD ORGANIZATION. As soon as practicable after the initial establishment of a system, and thereafter in January of each year, the board shall organize by the election, from among its members, of a president and such other officers as it deems necessary.

(3) FISCAL YEAR. The fiscal year of each federated public library system whose territory lies within 2 or more counties shall be the calendar year.

(4) SYSTEM ADMINISTRATION. Notwithstanding ss. 59.031 (2) (br) and 59.033 (2) (b), responsibility for administration of a public library system shall vest in a head librarian who shall be appointed by and directly responsible to the public library system board.

(5) ANNUAL REPORT. Annually, at the time required by the division, each public library system shall report to the division on its operations, expenditures and territory served during the preceding year, shall submit a plan describing the program for library service to be carried out in the subsequent year and shall furnish such other information as the division requires.

(6) COOPERATIVE SERVICES. A public library system may contract with another such system or with other libraries or resource centers to provide and receive library services.

(7) EXISTING EMPLOYES. No person employed by a participating public library at the time of the establishment of a public library system shall lose, because of such establishment, any salary, fringe benefit or other employment rights in existence at that time.

(8) RETIREMENT. If any employe of a participating employer under the Wisconsin retirement system becomes, by virtue of the establishment of a public library system, an employe of that library system, the library system shall become a participating employer under the Wisconsin retirement system.

(9) CONTRACTS, BIDDING AND BORROWING. (a) All contracts for public construction, the estimated cost of which exceeds $5,000, made by a federated public library system whose territory lies within 2 or more counties shall be let by the public library system board to the lowest responsible bidder in accordance with s. 62.15 (1) to (11) and (14). For purposes of this section, the system board possesses the powers conferred by s. 62.15 on the board of public works and the common council. All contracts made under

this section shall be made in the name of the federated public library system and shall be executed by the system board president and such other board officer as the system board designates.

(b) A public library system board of a multicounty library system may borrow money to accomplish any of its purposes, but the outstanding amount of such loans at any time may not exceed an amount equal to the system board's receipts for the prior fiscal year.

(10) BORROWERS' CARDS. All public libraries in a public library system shall honor the valid borrowers' cards of a public library in an adjacent public library system, other than the Milwaukee county federated library system. The requirement under this subsection does not apply to the Milwaukee county federated library system.

History: 1971 c. 152; 1981 c. 96; 1985 a. 29, 176, 177; 1985 a. 332 s. 253.

43.18 Withdrawal, abolition and expulsion. (1) WITHDRAWAL. Not less than 3 years after affiliating with a public library system, a participating municipality or county may withdraw from the system by adoption of a resolution by a two-thirds vote of its governing body under pars. (a) and (b), if the resolution is adopted at least 6 months prior to the close of the system's fiscal year. The resolution shall become effective at the close of the system's fiscal year.

(a) With the approval of the governing body of each participating municipality in the county, a county may withdraw from a federated public library system whose territory lies within 2 or more counties.

(b) A participating municipality may withdraw from a federated public library system.

(c) In this subsection, "participating municipality" means a municipality that operates a public library and is a member of a public library system.

(2) ABOLITION. A county may abolish a public library system whose territory lies only within that county, except that a county containing a 1st class city may abolish such a public library system only with the consent of the municipalities within the system.

(2m) EXPULSION. With the approval of the division, a public library system may expel, or reduce aids or services to, a municipality or county that fails to meet the requirements under s. 43.15 (2) and (4).

(3) PROCEDURE. (a) Prior to taking any action to abolish or withdraw under this section, the county board or other municipal governing body shall hold a public hearing on the proposed action and shall publish a class 1 notice, under ch. 985, of the hearing. Notice of the hearing also shall be given by registered mail not less than 30 days prior to the hearing to the governing body of every other municipality and county participating in the public library system, to the public library system board and to the division.

(b) A municipality or county withdrawing or expelled under this section from a public library system is responsible for its allocated share of the outstanding liabilities of the system on the effective date of its withdrawal or expulsion.

(c) Upon taking final action under this section to withdraw from or abolish a public library system, the county board or other municipal governing body shall give notice, by registered mail, of the action taken to the governing body of every other municipality and county participating in the public library system, to the public library system board and to the division.

(d) Prior to expelling a municipality or county from a public library system, the system board shall notify the municipality or county and the division, by registered mail, of the reason for the action under consideration and shall hold a public hearing concerning the action. The system board shall file a plan for alteration of the system territory under s. 43.13 (2) by November 15 of the year preceding the year in which the expulsion will take effect under s. 43.13 (3) and the division shall adjust state aid under s. 43.24 accordingly.

(e) A municipality or county that has withdrawn or that has been expelled from a public library system may participate in a public library system only by fulfilling the requirements for initial participation.

History: 1971 c. 152; 1981 c. 197; 1985 a. 29.

43.19 Federated public library systems. (1) (a) In a federated public library system whose territory lies within a single county, the system board shall consist of 7 members appointed by the county board. At least 3 members of the system board, at the time of their appointment, shall be active voting members of library boards governing public libraries of participating municipalities, and at least one of these shall be a member of the library board governing the resource library. At least one but not more than 2 members of the county board shall be members of the system board at any one time.

(b) In a federated public library system whose territory lies within 2 or more counties, the system board shall consist of at least 15 and not more than 20 members appointed by the county boards, acting jointly. Appointments shall be in proportion to population as nearly as practical, but each county shall be presented by at least one member on the system board. Each county board may appoint one county board member to the system board. The public library board governing the designated resource library shall have at least one member in the system board. The remaining system board members shall include such representatives of the library boards governing public libraries of participating municipalities and counties and public members appointed from the counties at large as the county board determines.

(2) (a) A federated public library system whose territory lies within a single county shall be deemed an agency of the county. A federated public library system whose territory lies within 2 or more counties shall be deemed a joint agency of those counties, but constitutes a separate legal entity for the following purposes: to have the exclusive custody and control of all system funds; to hold title to and dispose of property; to construct, enlarge and improve buildings; to make contracts; and to sue and be sued.

(b) A federated public library system board shall have the powers of a public library board under s. 43.58 with respect to system-wide functions and services. The local library boards shall retain responsibility for their public libraries in all other areas.

History: 1971 c. 152; 1985 a. 177.

Federated library systems discussed. 73 Atty. Gen. 60.

43.21 Consolidated public library systems. (1) In a consolidated public library system, the system board shall consist of 7 members appointed by the county board. In the initial appointment of a system board, at least 3 members of the system board, at the time of their appointment, shall be active voting members of library boards governing public libraries consolidated into the system. At least one but not more than 2 members of the county board shall be members of the system board at any one time.

(2) (a) A consolidated public library system shall be deemed an agency of the county by which created.

(b) A consolidated public library system board shall have the powers of a library board under ss. 43.58 and 43.60 and shall be responsible for the total program of public library service for the system territory.

(3) If it is consistent with the terms thereof, a gift, bequest or endowment to a public library becoming part of a consolidated public library system may be taken over by the system board. The system board shall maintain the gift, bequest or endowment for the benefit of the library to which it was given.

History: 1971 c. 152; 1985 a. 177 ss. 23, 71.

43.24 State Aid. (1) Each public library system shall be paid state aid for the operation and maintenance of the system. The amount paid to each system shall be determined as follows:

(a) The total of the following shall be calculated for each system:

2. For each square mile of territory within a system, $6 in a single-county system and $18 in a system containing 2 or more counties.

3. In 1986 an amount equal to 6%, in 1987 an amount equal to 5% and in 1988 and thereafter an amount equal to 4%, of the total operating expenditures for public library services in territory within the system from local and county sources in the calendar year immediately preceding the year for which aids are to be paid.

(b) 1. The total amount calculated for all systems in the state, as determined under par. (a), shall be subtracted from the amount remaining for public library systems in the appropriation under s. 20.255 (1) (e) after such aids have been calculated.

2. The result obtained under subd. 1 shall be divided by the total number of persons residing in territory within all systems in the state.

3. The quotient under subd. 2 shall be multiplied by the number of persons residing in each system.

(c) The amounts determined under pars. (a) and (b) shall be paid to each system.

(2) For a public library system to qualify for and maintain its eligibility for state aid under this section it shall provide:

(a) Interloan of library materials among all participating public libraries as evidenced by agreements with those libraries.

(b) Reference and referral services from the system resource library for participating public libraries as evidenced by an agreement with that library.

(c) Complete library service as provided by the system resource library to any resident of the system on the same terms as the service is available to residents of the resource library community as evidenced by an agreement with that library.

(d) The honoring of a systemwide borrower's card or valid borrower's cards from all public libraries within the system that are system members, by all participating public libraries in the system as evidenced by agreements with those libraries.

(e) In-service training for participating public library personnel within the system as evidenced by a plan and a service program.

(f) Rapid and regular delivery and communication systems for participating public libraries as evidenced by a written plan and service program.

(g) Service agreements with all adjacent library systems as evidenced by the agreements.

(h) Professional consultant services to participating public libraries and counties as evidenced by a written plan and a service program.

(i) Cooperation with other types of libraries in the system area as evidenced by agreements with those libraries for appropriate sharing of library resources to benefit the clientele of all libraries.

(j) Continuous planning with the division and with participating public libraries and counties in the area in regard to developing the library materials collection to meet the service needs as evidenced by a written collection development plan.

(k) Continuous planning with the division and with participating public libraries and counties in the areas in regard to providing service to users with special needs and the coordination and implementation of a plan of service as evidenced by the written plan and documentation of its implementation.

(l) Continuous planning with the division and with participating public libraries, counties and other types of libraries in the area in regard to furthering cooperative activities among all types of libraries in the system areas as evidenced by a written plan.

(m) Continuous planning with the division and with participating public libraries and counties in the area in regard to the library automation and technical services as evidenced by a written plan.

(3) Annually, the division shall review the reports and proposed service plans submitted by the public library systems under s. 43.17 (5) for conformity with this chapter and such rules and standards as are applicable. Upon approval, the division shall certify

to the department of administration an estimated amount to which each system is entitled under this section. Annually on or before December 1 of the year immediately preceding the year for which aids are to be paid, the department of administration shall pay each system 75% of the certified estimated amount from the appropriation under s. 20.255 (1) (e). The division shall, on or before the following April 30, certify to the department of administration the actual amount to which the system is entitled under this section. On or before July 1, the department of administration shall pay each system the difference between the amount paid on December 1 of the prior year and the certified actual amount of aid to which the system is entitled from the appropriation under s. 20.255 (1) (e). The division may reduce state aid payments when any system or any participant thereof fails to meet the requirements of sub. (2).

(3m) If the appropriation under s. 20.255 (1) (e) in any one year is insufficient to pay the full amount under sub. (1), state aid payments shall be prorated among the library systems entitled to such aid.

(4) The division shall assure through an annual audit and adjustment of aids, as necessary, that no more than 20% of the funds received by systems are used for administrative purposes.

(5) Any interest earned from the investment of state aid paid to each public library system under sub. (3) shall be allocated to the library system receiving the aid payments.

(6) The total amount of state aid appropriated each year for public library systems under s. 20.255 (1) (e) shall be determined by multiplying the total operating expenditures for public library services, in territories anticipated to be within all systems in the state, from local and county sources in the calendar year immediately preceding the calendar year for which aids are to be paid, by 13%.

History: 1971 c. 152; 1971 c. 211 s. 126; 1971 c. 336; 1973 c. 243 s. 82; 1977 c. 29; 1979 c. 34, 347; 1981 c. 20; 1983 a. 27 s. 2202 (42); 1985 a. 29, 177.

43.27 Distribution of materials from reference and loan collection to public library systems. The division for library services may disperse to public library systems, without charge, materials from the collection of the reference and loan library that the division determines are not appropriately held in the collection of the reference and loan library.

History: 1979 c. 347.

43.30 Public library circulation records. Records of any library which is in whole or in part supported by public funds, including the records of a public library system, indicating which of its documents or other materials have been loaned to or used by an identifiable individual may not be disclosed except to persons acting within the scope of their duties in the administration of the library or library system or persons authorized by the individual to inspect such records, or by order of a court of law.

History: 1981 c. 335.

43.52 Municipal libraries. (1) Any municipality may establish, equip, and maintain a public library, and may annually levy a tax or appropriate money to provide a library fund, to be used exclusively to maintain the public library. The municipality may enact and enforce police regulations to govern the use, management and preservation of the public library. Any municipality desiring to establish a new public library shall obtain a written opinion by the division regarding the feasibility and desirability of establishing the public library before final action is taken. The division shall render its opinion within 30 days of the time the request is received.

(1m) On and after April 10, 1986, any town desiring to establish a new public library or participate in a joint library under s. 43.53 shall in addition to the requirement under sub. (1) obtain the approval of the county library board, if one exists, and the county board

of supervisors before final action is taken. The county library board and the county board of supervisors shall render decisions within 90 days of the request being received.

(2) Every public library shall be free for the use of the inhabitants of the municipality by which it is established and maintained, subject to such reasonable regulations as the library board prescribes in order to render its use most beneficial to the greatest number. The library board may exclude from the use of the public library all persons who wilfully violate such regulations.

(3) Any municipality may purchase or acquire one or more sites, erect one or more buildings and equip the same for a public library or any library already established; or may adopt, take over and acquire any library already established, by consent of the authorities controlling the same.

History: 1971 c. 152 s. 16; 1977 c. 418; 1985 a. 177 s. 26 to 28, 47.

Library can charge user fees for any services that fall outside of a library's inherent information-providing functions; core "library services" must be provided free of charge to the inhabitants of the municipality. 73 Atty. Gen. 86.

43.53 Joint libraries. (1) Joint libraries may be created by any 2 or more contiguous municipalities or by a county and one or more municipalities located in whole or in part in the county, by appropriate agreement of their governing bodies. Section 43.52 applies to joint libraries.

(2) Joint library agreements under sub. (1) shall contain provisions necessary to establish a library board under s. 43.54, perform the duties under s. 43.58 and own and operate the physical facilities.

History: 1971 c. 152 s. 19; 1985 a. 177 ss. 33, 34.

43.54 Municipal library board composition. (1) (a) Each public library established under s. 43.52 shall be administered by a library board composed in each city of the 2nd or 3rd class or school district of 9 members, in each city of the 4th class of 7 members and in each village, town, tribal government or tribal association of 5 members. Members shall be residents of the municipality, except that not more than 2 members may be residents of towns adjacent to the municipality. Members shall be appointed by the mayor, village president, town chairperson, tribal chairperson or school board chairperson, respectively, with the approval of the municipal governing body. Up to 2 additional members may be appointed under s. 43.60 (3).

(am) Each public library established in a 1st class city shall be administered by a library board consisting of the president of the board of school directors or his or her designee, the superintendent of schools or his or her designee, a member of the county board of supervisors who resides in the county but outside the city, 3 aldermen and 4 public members. The county board member shall be appointed by the county executive or county administrator and confirmed by the county board for a 4-year term commencing on May 1. The 3 aldermen shall be appointed by the mayor on the 3rd Tuesday in April from among those aldermen serving 4-year terms and shall serve on the library board during their aldermanic terms. The 4 public members shall be residents of the city and shall be appointed by the mayor on the 3rd Tuesday in April to staggered 4-year terms.

(b) Upon their first appointment, the members shall be divided as nearly as practicable into 3 equal groups to serve for 2-, 3- and 4-year terms, respectively. Thereafter, each regular appointment shall be for a term of 3 years. Vacancies shall be filled for unexpired terms in the same manner as regular appointments are made.

(c) The appointing authority shall appoint as one of the members a school district administrator, or his representative, to represent the public school district or districts in which the public library is located. Not more than one member of the municipal governing body shall at any one time be a member of the library board.

(d) No compensation shall be paid to the members of a library board for their services, except as follows:

1. Members may be reimbursed for their actual and necessary expenses incurred in performing duties outside the municipality if so authorized by the library board.

2. Members may receive per diem, mileage and other necessary expenses incurred in performing their duties if so authorized by the library board and the municipal governing body.

(e) A majority of the membership of a library board constitutes a quorum, but any such board may, by regulation, provide that 3 or more members thereof shall constitute a quorum. For library boards organized under par. (am), 5 members constitute a quorum.

(1m) (a) Boards appointed for joint libraries under s. 43.53 shall:

1. Consist of 7 to 11 members and be representative of the populations of the participating municipalities.

2. Be appointed by the head of the municipal governing body of each participating municipality and county board chairperson of the participating county.

(b) Subsections (1) (b) to (e) and (2) apply to joint library boards.

(2) As soon as practicable after the first appointments, at a date and place fixed by the appointing officer, and annually thereafter within 30 days after the time designated in this section for the beginning of terms, the members of the library board shall organize by the election, from among their number, of a president and such other officers as they deem necessary.

(3) In any city of the 2nd or 3rd class, the common council may, by a two-thirds vote, provide for the reduction of the number of appointive members of the library board to 7. Thereupon, whenever a term expires or a vacancy occurs, no appointment shall be made until the number of such members has been so reduced, whereupon the remaining members shall be by lot divided by the common council into 3 classes, 3 to serve for 3 years, 2 to serve for 2 years and 2 to serve for one year, respectively, from the date of such completed reduction, and thereafter each regular appointment shall be for a term of 3 years, from the succeeding July 1.

History: 1971 c. 152 ss. 19, 20; 1977 c. 418; 1981 c. 197; 1983 a. 27, 192, 214, 538; 1985 a. 177.

43.57 Consolidated county libraries and county library services. (1) CONSOLIDATED COUNTY LIBRARIES. (a) A county board may establish and maintain a consolidated public library for the county, and may for such purpose adopt, take over and acquire any libraries already established, by consent of the authorities controlling those libraries.

(b) If it is consistent with the terms thereof, a gift, bequest or endowment to a public library becoming a part of a consolidated county library may be taken over by the county library board. The county library board shall maintain the gift, bequest or endowment for the benefit of the library to which it was given.

(c) A consolidated county library may become part of a federated multicounty system organized under s. 43.19.

(2) JOINT LIBRARIES. A county board may authorize the formation of a joint library under s. 43.53 and may participate in a joint library board under s. 43.54.

(3) COUNTY LIBRARY SERVICES. A county board may establish and maintain a county library service to serve the residents of the county who do not live in municipalities that have established libraries under s. 43.52 or 43.53 or to improve the library services of municipal libraries established under s. 43.52 or 43.53. The county library service may operate a library or library service program or may contract with existing library organizations for services.

(4) BOARD APPOINTMENT. (a) In a county with a consolidated county library under sub. (1), the county board chairperson shall, with the approval of the country board, appoint a 7-member county library board.

(b) In a county operating a county library service under sub. (3), the county board chairperson shall, with the approval of the county board, appoint a 7-member library board.

(c) Boards appointed under pars. (a) and (b) shall include at least one school district administrator of a school district located in whole or in part in the county and one or 2 county board supervisors. Boards appointed under par. (b) shall include, in addition, representatives of existing library boards under s. 43.54 and persons residing in municipalities not served by libraries.

(d) Board appointed under pars. (a) and (b) have the powers and duties of a library board under s. 43.58.

(5) TERMS OF OFFICE, COMPENSATION, OFFICERS, DUTIES. (a) Upon the initial establishment of a board under sub. (4) (a) or (b), the members shall be divided as nearly as practicable in 3 equal groups to serve for 2-, 3- and 4-year terms, respectively, following their appointment. Thereafter, terms shall be for 3 years. Vacancies shall be filled for unexpired terms in the same manner as regular appointments are made.

(b) No compensation shall be paid to the members of a board under sub. (4) (a) or (b) for their services except as follows:

1. Members may be reimbursed for their actual and necessary expenses incurred in performing their duties if so authorized by the board.

2. Members may receive per diem, mileage and other necessary expenses incurred in performing their duties if so authorized by the board and the county board.

(c) A majority of the membership of a board under sub. (4) (a) or (b) constitutes a quorum, but any such board may, by resolution, provide that 3 or more members constitute a quorum.

(d) As soon as practicable after the first appointments, at a date and place fixed by the appointing officer, and annually thereafter within 30 days after the beginning of terms, the members of the board shall organize by the election, from among their number, of a president and such other officers as they deem necessary.

(e) Section 43.52 (2) applies to consolidated county libraries and county library services.

(f) A library organized under this section may participate in a public library system subject to s. 43.15.

(6) GIFTS AND GRANTS. Any county may receive, by bequest or gift, property for the purpose of establishing a public library for the county and may enter into an agreement to maintain a public library in consideration thereof, and shall be bound to faithfully perform such agreement. In such case the library board appointed under s. 43.57 (4) or, in the absence of a library board, the county board may properly administer the same.

History: 1971 c. 152 s. 25; 1981 c. 282 s. 47; 1985 a. 177 ss. 35 to 41, 51.

43.58 Powers and duties. **(1)** The library board shall have exclusive control of the expenditure of all moneys collected, donated or appropriated for the library fund, and of the purchase of a site and the erection of the library building whenever authorized. The library board also shall have exclusive charge, control and custody of all lands, buildings, money or other property devised, bequeathed, given or granted to, or otherwise acquired or leased by, the municipality for library purposes.

(2) The library board shall audit and approve all vouchers for the expenditures of the public library and forward the vouchers or schedules covering the same, setting forth the names of claimants, the amounts of each claim and the purpose for which expended, to the appropriate municipal or county financial officer or, in the case of a school district, the school district clerk, with a statement thereon, signed by the library board secretary or other designee of the library board, that the expenditure has been incurred and that the library board has audited and approved the bill. The municipal, county or school district governing body shall then pay the bill as others are paid.

(3) Any person having a claim or demand against the municipality or county growing out of any act or omission of the library board shall file with the library board a written statement thereof. If the claim or demand or any part thereof is disallowed, the claimant may bring an action against the municipality or county.

(4) Notwithstanding ss. 59.031 (2) (br) and 59.033 (2) (b), the library board shall supervise the administration of the public library and shall appoint a librarian, who shall appoint such other assistants and employes as the library board deems necessary, and prescribe their duties and compensation.

(5) The library board may employ competent persons to deliver lectures upon scientific, literary, historical or educational subjects; and may cooperate with the university of Wisconsin system, vocational, technical and adult education district boards, the historical society, the department, cooperative educational service agencies, school boards and other educational institutions to secure such lectures or to foster and encourage by other means the wider use of books and other resource, reference and educational materials upon scientific, historical, economic, literary, educational and other useful subjects.

(6) (a) Within 30 days after the conclusion of the fiscal year of the municipality or county in which the public library is located, the library board shall make a report to the division and to its governing body. The report shall state the condition of the library board's trust and the various sums of money received for the use of the public library during the year, specifying separately the amounts received from appropriations, from the income of trust funds, from rentals and other revenues of the public library and from other sources. The report shall state separately the condition of the permanent trust funds in the library board's control, shall state in detail the disbursements on account of the public library during that fiscal year and shall contain an estimate of the needs of the public library for the next succeeding fiscal year.

(b) The report to the division shall include data concerning library materials, facilities, personnel, operations and such other information as the division requests.

(7) The library board may receive, manage and dispose of gifts and donations as follows:

(a) All persons wishing to make donations of property for the benefit of a public library may vest the title thereto in the library board, to be held and controlled by the board, when accepted, according to the terms of the deed of gift, devise or bequest. As to such property the board shall be deemed special trustees.

(b) If a gift, bequest, devise or endowment is made to any public library, the library board thereof may pay or transfer the gift, bequest, devise or endowment, or the proceeds thereof, to the treasurer of the municipality or county in which the public library is situated, may entrust any funds therefrom to a public depository under ch. 34 or may pay or transfer such gift, bequest, devise or endowment to any member of the library board to be selected by the library board and thereafter to be known as financial secretary. The financial secretary shall hold office only during membership on the library board and shall be elected annually at the same time and in the same manner as the other officers of the library board.

(c) If any such treasurer or financial secretary holds any property belonging to the public library, the library board shall require a bond from the treasurer or financial secretary to the library board in such sum, not less than the amount of such property so held by him or her, and with such sureties as the library board requires. The bond shall be conditioned in substantially the same form as the ordinary bond required from the treasurer of the municipality or county, with the necessary changes.

(d) The treasurer or financial secretary shall make an annual report to the library board showing in detail the amount, investment, income and disbursements from the trust funds in his charge. Such report shall also be appended to the annual report of the library board under s. 43.58 (6). The treasurer or financial secretary shall also send a copy of each annual report to the commissioner of banking.

(e) In the case of a gift for a library building, the library board of the municipality shall have the exclusive right to select and contract for the purchase of a site.

History: 1971 c. 152 ss. 10, 20; 1977 c. 26, 418; 1985 a. 176; 1985 a. 177 ss. 42, 43, 48 to 50, 52; 1985 a. 225, 332.

City or village governing body can change composition of its municipal library board and can limit powers of board. 70 Atty. Gen. 54.

43.60 Library extension and interchange. (1) The library board of a municipality or county may, by contract or upon such conditions and regulations as it prescribes, extend the use of the public library to nonresidents of the municipality, or exchange books and other library materials either permanently or temporarily with any other library.

(2) (a) The library board of any municipality located in whole or in part in a county that is not a member of a public library system may, by agreement with any other municipality or county provide for the loaning of books and other library materials from its public library, singly or in traveling libraries, to the residents of the other municipality or county. The other municipality or county may levy a tax and appropriate money annually to meet its obligations under the agreement.

(b) The library board of any municipality located in whole or in part in a county that is a member of a public library system may, by agreement with the county, the county library board or the public library system board acting on behalf of the county, provide for the loaning of books and other library materials from its public library, singly or in traveling libraries, to the residents of the county. The county may levy a tax and appropriate money annually to meet its obligations under the agreement, as provided under s. 43.64.

(3) Whenever the annual sum appropriated by the other municipality or county under sub. (2) equals or exceeds one-sixth of the net annual income of the public library during the preceding fiscal year, the mayor, village president, town or county chairman or tribal chairman of the other municipality or county, with the approval of the governing body thereof, may appoint from among the residents of the municipality or county an additional member of the library board of the public library and, when such sums equals or exceeds one-third of the net annual income, 2 additional members, for a term of 3 years from the July 1 next succeeding such appointment, and thereafter for terms of 3 years. Whenever the appropriation made is less than the one-third specified, the office of one such additional member of the board and, if less than the one-sixth specified, the office of both shall be vacant from the July 1 next thereafter.

History: 1971 c. 152 s. 23; 1981 c. 197; 1985 a. 177.

43.64 County tax. (1) The county board of a county expending money for public library service to its inhabitants may levy a tax to provide funds for such service and shall include any amount of tax under this subsection in the amount of taxes determined to be levied under s. 70.62 (1).

(2) Any city, town, village, or school district in a county levying a tax for public library service under sub. (1) shall, upon written application to the county board of the county, be exempted from the tax levy, if the city, town, village or school district making the application appropriates and expends for a library fund during the year for which the county tax levy is made a sum at least equal to the city's, town's, village's or school district's share of the sum levied by the county board for public library service under sub. (1) in the prior year. In this subsection, "library fund" means the funds raised by the city, town, village or school district by tax levy or appropriation under s. 43.52 (1).

(3) Each city, town, village or school district participating in a joint library under s. 43.53 shall be treated individually in determining its eligibility for tax exemption under sub. (2).

History: 1971 c. 152 s. 16; 1977 c. 418; 1981 c. 20; 1983 a. 27; 1985 a. 177.

Facilities necessary to exempt a municipality from the county tax discussed. 60 Atty. Gen. 389.

A town, city or village which does not maintain a public library, but which makes contributions to a nearby library, cannot be exempted from the county library tax levy under (2). 65 Atty. Gen. 182.

To qualify for exemption under (2), municipality or school district must have expended for its own "library fund" during year in which county tax levy is made sum at least equal to sum it would have to pay for county tax levy made during that year to fund county budget for ensuing year. 72 Atty. Gen. 49.

Scope of exemption under (2) discussed. 72 Atty. Gen. 190.

43.70 Common school fund. (1) No later than October 15 of each year, each school district administrator shall certify to the state superintendent, on forms provided by the state superintendent, a report of the total number of children between the ages of 4 and 20 years residing in his school district on the preceding June 30.

(2) Annually, within 40 days after December 1, the state superintendent shall ascertain the aggregate amount of all moneys received as income in the common school fund prior to that December 1 and shall apportion such amount to the school districts in proportion to the number of children resident therein between the ages of 4 and 20 years, as shown by the census report certified under sub. (1).

(3) Immediately upon making such apportionment, the state superintendent shall certify to the department of administration the amount that each school district is entitled to receive under this section and shall notify each school district administrator of the amount so certified for his or her school district. Within 15 days after receiving such certification, the department of administration shall issue its warrants upon which the state treasurer shall pay the amount apportioned forthwith to the proper school district treasurer. All moneys apportioned from the common school fund shall be expended for the purchase of library books and other instructional materials for school libraries, but not for public library facilities operated by school districts under s. 43.52, in accordance with rules promulgated by the state superintendent. Appropriate records of such purchases shall be kept and necessary reports thereon shall be made to the state superintendent.

History: 1971 c. 152 s. 12; 1977 c. 418; 1985 a. 332 s. 251 (6).

43.72 Library exchanges. (1) School library books and other instructional material belonging to one school district may be loaned to another school district for use in any school library of that school district.

(2) Any public library board and school board may make such exchanges and loans of books and other instructional material as are agreed upon for the purpose of increasing the efficiency of both libraries and ensuring the best service to the schools and all citizens.

(3) Any school district that borrows materials through a public library system shall reciprocate by sharing with other participating libraries materials that are not in immediate or constant demand by the school library's primary clientele, as determined by the school district.

History: 1971 c. 152 s. 14; 1985 a. 177.